



- Title:** Directed Studies Math Teacher-Middle School
- Reports To:** Middle School Head
- Qualifications:** Bachelor's Degree AND valid Georgia professional certification in Math; (*Language Arts certification preferred; Special Education certification and experience preferred.*) All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.
- Job Description:** The Directed Studies Math Teacher is given the duty of instructing students on such a level as to allow them to obtain proficiency in their subject levels at a grade-appropriate level.
- Physical Requirements:** Lifting and transporting boxes not exceeding 20 pounds; ability to stand for long periods of time while instructing; excellent hearing abilities; physical ability to transport students from one area of a building/campus to another
- Responsibilities:** The Directed Studies Math Teacher is responsible for the following:
- Ministering to students compassionately and sincerely so they may continue to grow in their faith.
  - Accepting the work at Mount Paran Christian School as a personal calling and identify themselves as ministers of the gospel of Jesus Christ.
  - Teaching subjects at an appropriate instructional level
  - Providing content development that is both teacher-focused and student focused
  - Promoting student engagement in order to assess and encourage progress
  - Supporting and strengthening the learning capabilities of each student
  - Positive management of the learning environment
  - Transition students throughout the day from the classroom to other areas on the school campus
  - Maintaining a healthy learning environment for the students in both the classroom as well as instruction
  - Monitoring and management of students' behavior, including appropriate enforcement of student behavior rules

- Following professional practices consistent with school policies in working with students, students' records, parents and colleagues
- Maintaining a professional demeanor in dealings with parents and students
- Scheduling conferences according to school policies
- Conducting assigned classes at scheduled times
- Providing adequate information, plans and materials for substitute teachers
- Maintaining accurate, complete and appropriate records and files
- Attending and participating in faculty meetings and other assigned meetings and activities according to school policy
- Demonstrating accurate, up-to-date knowledge of content
- Implementing designated curriculum
- Maintaining lesson plans as required by school policy
- Assigning reasonable tasks and homework for students
- Assuming responsibility for supervision of students in out-of-class settings, such as field trips or recess
- Showing support and high esteem for MPCs
- Complying with conditions as stated in employee contract and handbook
- Modeling appropriate Christian behavior in speech and actions
- Any other duties as assigned