



Job Description: Middle School Math Teacher

Job Status: Full-time

Reports to: Division Head

Schedule: School year

Summer duties: Professional Development & Preparation for Upcoming Year

Position Summary

The Middle School Math Teacher is a valuable part of the St. Paul's teaching team. This teacher is responsible for the middle school math program and teaches four classes including seventh grade Advanced Algebra 1, seventh grade Accelerated Algebra IA, eighth grade Accelerated Algebra IB, and eighth grade Algebra IB. He or she works closely with the other Middle School Math Teacher and the Division Head to ensure a quality Math program. This teacher also works closely with the Division Head, Head of School, and his/her middle school colleagues to provide an exceptional middle school experience for our students. He or she is responsible for chaperoning one of our annual anchor trips as well as serving as a House Advisor for our Middle School House System.

Major tasks & duties

- Plan and deliver instructionally sound and engaging lessons to help students grow in their mathematical thinking and skills.
- Collaborate with the math department and Division Head in analyzing data and placing students into math classes.
- Create modified and personalized math curriculum for students with learning differences or students who are not developmentally ready for algebra.
- Prepare students for the annual Mathcounts competition and oversee their participation in two practices per month from September through February and oversee participation in the annual state Mathcounts competition in March.
- Teach a math support, math enrichment, or elective class in another personal passion area.
- Keep students informed about upcoming math enrichment opportunities and/or support in the greater Kansas City community.
- Be available to meet with students needing additional support before or after school.
- Help plan and chaperone one of our annual anchor trips.
- Teach chapel lessons and integrate the life skills into the curriculum. Be an active participant and role model.
- Clearly and timely communicate with colleagues and parents both in writing and face to face as needed.
- Conduct parent/teacher conferences and be available to meet with parents as needed.
- Post students' assignments on our learning management system each day, and keep students' grades updated regularly within the LMS.
- Complete grade cards and comments.
- Order and maintain appropriate supplies and materials and work within provided budget.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life-skills, self-motivation and self-discipline.
- Model competence, personal responsibility and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, divisional and All School chapels, professional work days, and admissions related events.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom whether it's at special events, athletic games, or in other venues.

Minimum qualifications

- Bachelor's degree in related field.

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.