

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, Mathematics 7-12 Secondary	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

MINIMUM QUALIFICATIONS:

California credential authorizing instruction of math at the secondary level

KNOWLEDGE AND ABILITIES:

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description

DUTIES AND RESPONSIBILITIES:

Subject Area and Management Area

1. Help each pupil develop competence in basic mathematical skills and an understanding of the structure of mathematics; motivate each pupil to apply mathematical understanding and skills in the solution of practical problems; develop good relationships with parents and with other staff members
2. Teach courses in mathematics to secondary pupils utilizing course of study adopted by the Board of Education, and appropriate curriculum publications as guidelines in teaching individual course content
3. Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district
4. Develop lesson plans and appropriate instructional aids stressing "discovery," and laboratory learning methods
5. Demonstrate mathematical concepts using models, chalkboard, overhead projector, and other standard or teacher-prepared instructional aids
6. Provide opportunities when needed for individualized and small group instruction to adapt the curriculum to the needs of each pupil
7. Design learning activities that will relate mathematics to the physical world
8. Establish and maintain standards of pupil behavior needed to provide an orderly, productive classroom environment
9. Evaluate each pupil's progress in mathematical knowledge and skills, and prepare progress reports. May prepare letters of recommendation for scholarships, college applications, etc.
10. Select and requisition books, instructional aids, and instructional supplies and maintain required inventory records

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11. Participate in curriculum and other developmental programs within the school of assignment and/or on a District level. May teach under modular or flexible scheduling plans
12. Perform basic attendance accounting and business services as required
13. May plan and coordinate the work of aides, teacher assistants, or other paraprofessionals

Relationships

1. Communicate with parents to interpret contemporary methods in teaching mathematics and with parents and school counselors to discuss the individual pupil's progress
2. Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
3. Supervise pupils in out-of-classroom activities during the assigned working day

Professional Attitude, Responsibility, and Participation

1. Maintain professional competence through participation in inservice education activities provided by the District, and/or in self-selected professional growth activities
2. Share in the sponsorship of student activities such as mathematics teams, and participate in faculty committees

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY:

Person to whom responsible: On-site Principal

Evaluator: On-site Principal

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