

OXNARD UNION HIGH SCHOOL DISTRICT

TEACHER - MATHEMATICS

BRIEF DESCRIPTION OF POSITION:

As part of a secondary teaching assignment, teaches one or more classes in the field of mathematics to pupils in grades 9 - 12, and assists in other school programs as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Teaches 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.
2. Instructs pupils in citizenship, basic communications 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.
3. Develops lesson plans and appropriate instructional aids stressing "discovery" and laboratory learning methods
4. Demonstrates mathematical concepts using models, chalk board, overhead projector, and other standard or teacher-prepared instructional aids.
5. Provides opportunities when needed for individualized and small group instruction to adapt the curriculum to the needs of each pupil.
6. Designs learning activities that will relate mathematics to the physical world..
7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
8. Evaluates each pupil's progress in mathematical knowledge and skills, and prepares progress reports. May prepare letters of recommendation for scholarships, college applications, etc.
11. Maintains professional competence through participation in inservice education workshops and clinics provided by the district, and/or in self-selected professional growth activities.

OTHER DUTIES AND RESPONSIBILITIES:

1. Selects and requisitions books, instructional aids and instructional supplies, and maintains required inventory records.
2. Communicates with parents to interpret contemporary methods in teaching mathematics and with parents and school counselors to discuss the individual pupil's progress.

OTHER DUTIES AND RESPONSIBILITIES: continued

3. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
4. Supervises pupils in out-of-classroom activities during the assigned working day.
5. Participates 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.
6. Performs basic attendance accounting and business services as required.
7. Shares in the sponsorship of student activities such as mathematics teams, and participates in faculty committees.
9. May plan and coordinate the work of student aides and/or Paraeducators.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate direction of the site administrator

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