

Job Title: Mathematics Teacher

Position Type: Full time- 10 month employee

Hours: 7:45am to 2:45pm and 2 activities a month minimum of 2 hours per activity; Academic School Year starts three days before students start classes and three days after students finish; Follows all academic calendar scheduled breaks

General Job Description:

A teacher is a 10 month employee. The teacher will report directly to the Assistant Head of School for Academics. In collaboration and consultation with the Assistant Head of School for Academics, the teacher will create a classroom environment by which all students are engaged in the learning process as they make daily strides toward reaching their academic potential. The teacher will play an essential role towards helping each student fulfill and embrace the mission of Putnam Science Academy. The person will also be a resistant assistant.

Major Duties and Responsibilities for Teachers:

Teacher responsibilities include, but are not limited to:

- Adherence to the hours of employment per the contract: 7:45am - 2:45pm;
- Availability for extra help after school at least one day a week;
- Serving as an active member of the new advisory program, including special events/meetings that occur after school;
- Fostering a positive, classroom climate for students
- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning and which adhere to all PSA academic policies and procedures;
- Instruct and monitor students in the appropriate usage of learning materials and equipment;
- Use relevant technology to support and differentiate classroom instruction;
- Manage student behavior in the classroom by establishing and enforcing rules in accordance with PSA disciplinary policies and procedures;
- Provide qualitative and quantitative feedback on student work in a timely manner;
- Analyze information acquired from student assessments in order to make adjustments to teaching strategies;
- Maintain and update accurate and complete records of student progress and development as required by school regulations and applicable educational laws;
- Prepare required reports on students and activities;
- Attend and participate in departmental, school, and parent meetings;
- Follow curriculum guidelines and actively collaborate with colleagues on all curriculum mapping activities;
- Communicate necessary information regularly to students, colleagues, Assistant Head of School for Academics, the Administration, and parents regarding student progress;

- Establish and communicate clear objectives for all learning activities;
- Provide appropriate levels of learning materials and resources for use in educational activities;
- Assign grades for each form of student assessment as well as submit grades for progress reports and report cards within required deadlines;
- Demonstrate skills in working with students from diverse cultural, economic, and ability backgrounds;
- Participate in all admissions-related activities as required;
- Encourage parent and community involvement;
- Obtain information for parents when requested,
- Promptly respond to all forms of communication in a timely manner;
- Participate in appropriate professional activities;
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed by the administration;
- To maintain high standards of professional behavior towards colleagues, students and parents;
- Undertake administrative and instructional duties as assigned by administration.

Community Standards:

- To be a role model for students;
- Develop a relationship with students which is professional, firm, caring and friendly;
- Maintain an appropriate and professional distance with students in informal situations;
- Be friendly, helpful and welcoming to parents and others visiting or making contact with PSA

Benefits:

- Salary based on prior experience and background
- Medical Insurance
- Vision Insurance
- Dental Insurance
- 6 Paid time off days
- 2 Sick days
- Bereavement