

Metropolitan Education District

Hourly Teacher – Math Boot Camp

Location:	Metropolitan Education District (MetroED) Silicon Valley Career Technical Education (SVCTE) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Principal; SVCTE
Classification:	Hourly Teacher
Date Approved:	06/1996
Date Revised:	06/8/16
Position Control:	#Pending, Salary Schedule 1, Range 1, Work Year: August 1-5, 2016

POSITION DESCRIPTION:

Math teacher needed to ensure that students are ready for their Pharmacy Technology Coursework. The math instructor must review all math skills associated with multiplication, decimals, division, and fractions. Students must be able to accurately measure and follow written medical documentation in preparing and dispensing medicine and medially related items. Under Supervision of designated administrator develops and facilitates effective instruction; evaluates progress; maintains proper classroom control and creates a supportive learning environment; assists in curriculum development.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Develops and presents lessons that demonstrate planning and preparation that are consistent with the approved course of study
- Develops and presents lessons with performance objectives/competencies that are understood by the students and are supportive of agency goals
- Evaluates student progress based primarily on achievement objectives/competencies
- Uses a variety of instructional techniques and materials which are appropriate to the course and to adult students
- Maintains current and accurate records of student's attendance and progress
- Demonstrates and promotes punctuality
- Participates with fellow staff members in the development and implementation of curriculum and instruction
- Keeps up to date in subject area and continually works for the improvement of instructional techniques
- Adheres to approved course of study policies and procedures
- Attends and participates in program and agency meetings
- Maintains the proper use of equipment and facilities with the student's safety in mind.
- Treats students with courtesy and respect
- Demonstrates an awareness of student's social, psychological, emotional and academic needs
- Shares ideas, techniques and materials as appropriate with other staff members
- Demonstrates willingness to offer and receive suggestions
- Cooperates in the use and care of all equipment and materials
- Maintains current knowledge of available instructional materials
- Keeps informed of social, political and economic developments in the school district community. Demonstrates an awareness and sensitivity of the socio-economic and ethnic make-up of the community
- Has knowledge of the functions of the various community agencies including referral services. Actively participates in school/community related organizations.

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Essential Functions (continued):

- Promotes community responsibility among students
- Helps to inform the community of the services and educational opportunities available through CTE and adult education
- Maintains proper control and preserves a suitable learning environment.
- Makes periodic evaluation of the subject(s) taught
- Attends conferences and reads professional educational material/literature.
- Depending on the assignments, hourly certificated may be involved in extra-curricular activities with students

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Prior experience teaching math to students

Education and Credentials:

Possess or be eligible for a CA Designated Subject Adult Ed or CTE credential in the appropriate subject area.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signature: _____