



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

## Job Announcement

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**Job Title:** Mathematics Teacher, Secondary

**Posting Date:** 5/5/2016

**Closing Date:**  Date (If Applicable)  
 Open Until Filled

**Job Type:** Full-Time and Permanent.

**Contract:** 7.33 hours/day  
200 days/year  
10 months/year

**Location:** Location (If Available)

**Pay:**  Hourly  In the Amount of: \$  
 In the Range of: \$ - \$.  
 Salary  In the Range of: \$ - \$.  
 Placement on Appropriate Grade and Step

### Minimum Qualifications

- Bachelor's degree with a Major or Minor in mathematics.
- Tuberculin Skin Test certifying that the individual is free of contagious tuberculosis.
- Eligible for, or in possession of, appropriate Virginia Teaching Certificate.
- Above average amount of walking, bending, standing, stooping, lifting in a class room environment and laboratories.
- Work involves exposure to normal everyday hazards.
- Work is performed in a classroom and requires no unusual demands.
- Demonstrate an in-depth knowledge of the subject(s) to be taught.
- Demonstrate considerable knowledge of the principles and methodologies of effective teaching.
- Ability to deliver articulate oral presentations and written reports and effectively interact with pupils, other teachers, administrators and classified employees.
- Knowledgeable in the use of personal computers and graphing technologies.

Department of Human Resources

800 E. City Hall Avenue, P.O. Box 1357 • Norfolk, VA • 23510-1357

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### Nature of Position

- This is a specialized teaching performed in a classroom.
- The teacher is responsible for shaping and directing students' activities so that they have opportunities to engage meaningfully in mathematics; helping each pupil develop mathematical skills and proficiencies and an understanding of the structure of mathematics; motivate each pupil to apply mathematical understanding and skills in the solution of practical problems; and encouraging pupils to develop their special talents in the field of mathematics.
- The teacher is responsible directly to the principal or designee.
- Teaches courses in mathematics to secondary pupils utilizing courses of study adopted by the Board of Education and appropriate curriculum standards as guidelines in teaching individual course content.
- Furthers the development of citizenship and instructs pupils in basic subject matter specified in state law, administrative regulations, and procedures of the school district.
- Develops lesson plans (both daily and unit plans), uses physical space and materials in ways that facilitate students learning, stresses a "discovery" approach, and effectively integrates appropriate instructional aids.
- Facilitates understanding of mathematical concepts through the use of models, commercial and/or teacher-prepared instructional aids, computers, and graphing technologies.
- Provides individual or small group instruction in order to adapt the curriculum to the needs of each pupil; encourages students to work independently and collaboratively to make sense of mathematics.
- Designs learning activities that will reflect the intrinsic role of mathematics to the physical, social, and business worlds.
- Establishes and maintains an environment conducive to positive teacher/student relations; promotes an environment which respects and values students' ideas, ways of thinking and mathematical dispositions.
- Establishes and maintains standards of pupil behavior for an orderly, productive learning environment.
- Uses a variety of assessments to monitor and evaluate the mathematics learning of each student and to make instructional decisions.
- Evaluates each pupil's growth in mathematical knowledge and skills.
- Selects and requests books, instructional aids and instructional supplies; maintains required inventory records.
- Actively participates in professional development activities provided by the district and/or self-selected growth activities.
- Identifies pupils' needs, and cooperates with other professional staff members in helping pupils solve health, attitude and learning problems.
- Participates in curriculum development opportunities.

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- Communicates with parents to interpret contemporary methods in teaching mathematics to discuss the pupil's progress.
- Communicates with school counselors to discuss the pupil's progress.
- Supervises pupils in out-of-classroom activities during the assigned workday.
- Participates in faculty committees and sponsorship of student activities such as mathematics teams or clubs.
- Participates cooperatively with the principal or designee to develop the method by which he/she will be evaluated in conformance with district guidelines.
- Regularly engages in self-analysis of their own teaching and appraises how their teaching is affecting what the students are learning.
- Maintains professional standards in addition to instructional duties by serving on committees to advise on non-academic affairs as school discipline, honors, awards, assemblies; and participating in local and national mathematics teaching and civic associations.

### Staffing Contact

- D. Timothy Billups, SHRM-CP, PHR, IPMA-CP –Executive Director of Human Resources - Administrative Personnel
- Sonja Hale, Ed.S. – Human Resources Generalist – Elementary Education Personnel
- Michael Sheets, Ed.S. – Human Resources Generalist – Secondary Education Personnel
- Amanda Schilling, M.Ed. – Human Resources Generalist – Guest Teacher Personnel
- Frank C. Scott, SPHR – Human Resources Generalist – Classified Personnel
- Mandi Cumpston, M.Ed. – Human Resources Generalist – Resource and Special Education Personnel

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**The *mission* of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:**

- Courageous advocacy for all students
- Family and community investment
- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities

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