



*Academy of Whole Learning provides a personalized learning path integrating academic, life and social skills for qualifying students with autism spectrum disorder or related learning differences.*

## Math Specialist-Middle/High School Classroom Teacher

*Last updated March 19, 2019*

**Reports to** Director of Exceptional Learning  
**Supervises**  
**Employment Status** Full time

### **Job Summary**

To provide instruction in the classroom and math coaching for other teachers.

### **Summary of Essential Job Functions**

- Use best practice strategies for teaching and learning activities; math and social skills to a class of 9.
- Know students' strengths, areas of improvements, disability, interests and emotional/behavioral triggers;]
- Have a love of working with middle/high school students;
- Attend weekly staff meetings and professional development;
- Substitute for absent teachers as needed;
- Arrive at school by 8am and work at least 8 hour days;
- Guide Teacher Associates in the classrooms;
- Create engaging lesson plans with clear standards and objectives, consulting common core standards;
- Research appropriate curriculum and active learning activities for direct instruction for student learning;
- Participate in middle school and elementary responsive classroom/developmental design practices;
- Update parents on academic progress (through progress reports, phone calls and emails), as well as communicating behaviors and achievements;
- Create a classroom in which student accomplishments are celebrated;

- Assist students in understanding their disabilities, and teach strategies and problem solving to help students develop skills for outside the classroom.

### **Duties and Responsibilities**

- Work with a team on developing, re-examining, revising and implementing an integrated curriculum with integrated projects;
- Develop lesson plans focused on active learning that ensure the attainment of state learning standards and the additional learning standards set forth by AOWL;
- Address individual needs of students through long and short term planning;
- Prepare students adequately for all required assessments;
- Evaluate students' progress on a continuous basis;
- Prepare individual student achievement reports for parents/guardians;
- Provide an inviting, exciting, innovative, and challenging learning environment;
- Engage in effective and appropriate classroom management;
- Involve families/guardians in the education process;
- Work effectively with parent volunteers;
- Collaborate with other staff members to create meaningful community learning opportunities and community-based partnerships;
- Participate in staff development programs;
- Work with other staff members to form a positive, supportive team atmosphere;
- Work on committees and participate in the governance and development of the school;
- Maintain accurate and complete student records, and prepare reports on students as required by law, policies, and administrative regulations.

### **Minimum Requirements, Credentials, and Experience**

- Possession of a valid Minnesota Teaching License in Math
- Identified classroom experience and teaming experience with special education and regular education service teams;
- Flexible traits that will thrive in a new learning environment;
- Demonstrated interest or expertise in working with students with autism and/or related learning differences;
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery.
- Demonstrated ability to work and communicate well with families;
- Ability to work effectively as a team member;
- Willingness to be held accountable for student results;
- Ability to evaluate tests and measurements of achievement;
- Successfully pass a criminal background check.

### **Preferred Credentials, and Experience**

- Possession of a valid Minnesota Teaching License, or willingness to procure, in Special Education.

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952-737-6900 ~ [www.AcademyofWholeLearning.org](http://www.AcademyofWholeLearning.org)*

### **Salary and benefits**

Competitive and dependent on experience  
Health and dental benefit package  
Short-term disability  
Life insurance  
Simple IRA with employer matching

### **Additional Working Conditions, Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, climb stairs, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 40 lbs. such as children on a bike or moving/rearranging furniture. The employee must support students during transfer. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

### **Additional Working Conditions, Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students/adults.
3. Occasional operation of a vehicle in inclement weather.

### **Professionalism**

- Develop and maintain productive, positive working relationships with AOWL students, families, staff and volunteers.
- Perform all functions professionally, treating all students and families, staff and volunteers with respect.

- Maintain a level of flexibility with all staff, offering assistance to others as appropriate.
- Maintain a good attendance record; be prompt and punctual to the worksite.
- Perform all duties in accordance with the AOWL Employee Handbook.
- Perform all task and responsibilities as assigned and according to due dates.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy.

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

To apply please submit your resume, cover letter and 2 letters of reference to [karla.przybylski@aowl.org](mailto:karla.przybylski@aowl.org)