



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b><u>Position / Title:</u></b> Mathletes	
<b><u>Bargaining Unit:</u></b> NAC	<b><u>Department/Location:</u></b> High School Activities
<b><u>Calendar Days:</u></b> N/A	<b><u>Reports To:</u></b> Building Athletics/Activities Director
<b><u>JD Revision Date:</u></b> 12/11/2023	<b><u>Supervises:</u></b> N/A

**Function / Position Summary**

To build and maintain a high-quality math team, focusing on best-practice, student-focused instruction and providing opportunities for students.

**Job Duties / Responsibilities**

- Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
- Communicate effectively with parents, students, administrators, teacher colleagues and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Maintain equipment associated with the activity.
- Demonstrate prompt and regular attendance.
- Create an environment conducive to learning and appropriate for the physical, social and emotional development of students.
- Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
- 3 District, Conference or Regional Contests
- Attendance at UEC Activities Summit
- Attendance at Freshman Orientation
- Manage Finances and Administrative Paperwork for the Organization
- 40 hours of meetings/practices

**Education**

- Bachelor's Degree in Math Education preferred.
- Appropriate Professional Educator's License (PEL) preferred  
-OR-
- High School Diploma required
- Related coursework and/or previous related experience required

**Experience / Knowledge**

- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Strong communication, public relations and interpersonal skills.



---

## **JOB DESCRIPTION**

### **SCHOOL DISTRICT U-46**

### **HUMAN RESOURCES**

---

- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.

#### **Physical Demands**

- Occasionally requires physical exertion to manually move, lift related equipment.
- Public contact requiring appropriate business-like apparel.

#### **Terms of Employment**

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_