

## WAYNE COUNTY SCHOOLS JOB DESCRIPTION

**Position:** High School Option Pathway/Math Teacher

**Evaluated by:** Principal/Assistant Principal

**Job Description:** The High School Pathway/Math Teacher is assigned to teach, facilitate and coach students, providing instruction in the five TASC Subtests and 21<sup>st</sup> Century Global Skills and in accordance with state law and West Virginia Board of Education and county policies and regulations.

**Qualifications:** Holds or qualifies for a West Virginia Professional endorsed for English, mathematics, science or social studies at the grade levels applicable to this assignment (9-12).  
Knowledge and skill with computer-based instructional programs.  
Knowledge of 21<sup>st</sup> Century Global Skills  
Prior teaching experience preferred.

**Length of Employment:** 200 Days

**Responsibilities:** The High School Option Pathway/Math Teacher shall have the following responsibilities and duties:

1. To implement, evaluate and improve the Option Pathway program approved by the West Virginia Board of Education.
2. To foster a classroom climate conducive to learning.
3. To utilize instructional management systems models that increase student learning.
4. To monitor student progress toward mastery of instructional goals and objectives.
5. To communicate effectively with the educational community and parents/guardians on a regular basis.
6. To meet professional responsibilities associated with the position.
7. To instruct students in the five TASC (High School Equivalency Test) subtests (Reading, Writing, Math, Science, Social Studies) in preparation for the TASC test.
8. To provide intensive tutoring and support for the Option Pathway students within their career and technical education course work as time permits.
9. To maintain accurate records on student progress and attendance.
10. To communicate clearly with parents and students the requirements of the Option Pathway program.
11. To work with and communicate with the Career Tech program teachers.
12. To instruct students in the 21<sup>st</sup> Century Global Skills program.
13. To coach and encourage students to work toward completion of all requirements for a regular diploma.
14. To attend adult basic education training required by the West Virginia Department of Education.
15. As per WVDE Policy 5202, it is the Option Pathway Teachers responsibility to fulfill the certification requirements.
16. To assist high school staff in identifying and enrolling students in the Option Pathway program.
17. To utilize and manage the software for the on-line TASC preparation program.
18. To accept responsibility for the behavior of students assigned.
19. To supervise students at all times in accordance with state, county and school policies.
20. To attend all faculty senate and other required meetings.
21. To fulfill annual continuing education requirements and attend other required training programs.

22. To take student attendance as legally required and in accordance with county policy.
23. To accept reasonable extra duty assignments necessary for a successful school program.
24. To maintain professional work habits.
25. To maintain and upgrade professional skills.
26. To perform other duties as assigned by the principal.

