



### **Long-term Math Substitute**

MMI seeks a long-term math substitute for the coming school year (2024-2025). The position involves teaching classes in middle and upper school; including all levels of math through Calculus. A bachelor's degree is required and an advanced degree and/or teaching certificate in mathematics is preferred.

We are looking for an individual who is an expert in math; has a strong understanding of the developmental needs of middle and secondary level students; is able to work within an existing framework of curriculum while challenging, and motivating students all while managing a student-centered classroom effectively.

The successful candidate will be a positive, energetic, life-long learner who communicates openly with students and parents, collaborates with colleagues across disciplines, and models a growth mindset.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Develop and maintain long range and daily instructional plans for each course taught following existing course guidelines.
- Integrate technology seamlessly into teaching strategies and practices.
- Use a variety of teaching and assessment tools and strategies.
- Develop lessons that promote problem solving, creative thinking, collaboration and effective communication skills.
- Structure lessons that encourage risk-taking in learning and model life-long learning.
- Actively involve students in the classroom through group work, project-based learning, exploration, questioning, discussion, and other cooperative teaching techniques.
- Provides individual and small group instruction in order to adapt the curriculum to the needs of each student. Provides additional instruction for students who have not achieved academic competency commensurate with their potential.
- Encourages students to think independently and to express original ideas.
- Establishes and maintains standards of student conduct with cooperation of the school administration.
- Maintains professional competence through participation in school and/or self-selected professional growth activities.
- Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Communicates with parents and school counselors on the individual student's progress.
- Oversees and fosters the academic, social and character development of each student.
- Dedication to our school's mission: <https://www.mmiprep.org/About/mission.html>

- Performs other duties as may be reasonably assigned.

**About MMI:** *For more than 145 years, MMI Preparatory School has been providing dedicated area students with a comprehensive and inspiring 6<sup>th</sup> through 12<sup>th</sup> grade college preparatory program that maximizes each individual's academic, social and character potential in preparation for success in college and beyond. The School is accredited by the Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools (MSA-CESS) and the Pennsylvania Association of Independent Schools (PAIS). MMI is a school where every student can reach their full potential: academically, ethically and socially. For more information about MMI Preparatory School, visit [www.mmiprep.org](http://www.mmiprep.org) or call 570-636-1108.*

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