

JOB DESCRIPTION

Title:

School-Wide Specialist/Math Specialist: Secondary

This is a grant-funded position for three years (2021-2022, 2022-2023, 2023-2024).

Division Secondary Math specialist to work with and coach elementary teachers and assist in student growth.

SUMMARY DESCRIPTION OF CLASSIFICATION: This teacher leader is responsible for working under the direction of the Director of Teaching, Learning, and Accountability and Principal to build capacity by analyzing student achievement data and for ensuring accelerated and enriched instruction and that intervention support is available for all students. This teacher leader has knowledge of the K-6 mathematics curriculum. This teacher leader works directly with adults to support the implementation of the instructional program and observe teachers to assist them in improving teaching and learning. The K-6 mathematics content specialist is an exemplary teacher and has demonstrated increased student achievement. This teacher leader works under the direction of the Director of Teaching, Learning, and Accountability to focus on the coordination of the instructional program, collaboration among teachers within departments and across teams.

KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of grade level curriculum, assessment, and instruction. Understanding of the K-6 student. Ability to work well with students, teachers, parents, and administrators. Ability to coach, model and build the knowledge and skills of math teachers. Excellent organizational and management skills. Excellent skills in collecting, analyzing and using data to support instructional decisions and acceleration for students. Strong technology skills. Excellent oral, written communication, facilitation, interpersonal, and collaboration skills.

EDUCATION, TRAINING, AND EXPERIENCE: Holds, from an accredited institution, a master's degree in mathematics or its equivalent in semester hours of credit or is within one year of fulfilling this requirement.

Has a minimum of five years of outstanding teaching experience. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

CERTIFICATE AND LICENSE REQUIREMENTS: Meets the Virginia Department of Education endorsement requirements for the Math Specialist.

SPECIAL REQUIREMENTS: Required to attend school meetings, programs and activities outside the instructional day as mandated by the Director of Teaching, Learning, and Accountability and / or the building principal.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Serves as the school mathematics instructional leader:

- Completes informal classroom observations as a basis for professional growth which contributes to the performance evaluation of classroom teachers and provides feedback to teachers to support teaching and learning through peer observation and reflection. Meets with classroom teachers and reviews observation write-ups at the discretion of the school administration and the Director of Teaching, Learning, and Accountability.
- Models instructional strategies and the implementation of the curriculum in mathematics classes and provides opportunities to engage in reflective discourse to support the improvement of student achievement in all mathematics courses.
- Supports the elective use of technology in the classroom, including integration of technology into instruction.
- Ensures that notes and information are disseminated to all staff.
- Assists Director of Teaching, Learning, and Accountability and building administration to facilitate planning sessions to focus on student achievement data and instructional implications.

Collaborates to build teacher capacity by coaching, mentoring, and modeling in areas of:

- Increasing the depth of understanding of mathematics content
- Fidelity of curriculum implementation
- Use of research-based instructional strategies
- Planning for and implementing differentiated lessons
- Effective use of student data to inform instruction

In collaboration with school leadership, develops a long-term plan with measurable benchmarks that will:

- Increase teacher knowledge of mathematics content, curriculum, assessment and effective instructional strategies.
- Increase student participation in advanced mathematics courses.
- Provide instructional and professional support for improvement of student achievement in mathematics courses.
- Enhance partnerships with parents to support student achievement.
- Assists in recommending, selecting, ordering, and managing mathematics materials.
- Works with the administration, school finance staff to distribute mathematics instructional materials.
- Collaborates with elementary school to build the capacity of students to successfully complete a rigorous mathematics program.
- Provides assistance and support to substitute teachers
- Promotes success for every student
- Develops and shares a process for nurturing/mentoring underachieving and/or traditionally underserved students enrolled in accelerated and enriched courses.

Communicates with parents, particularly parents of students who are underserved in academically advanced math courses, about:

- Program offerings and opportunities for acceleration, enrichment and support.
- Opportunities for all students to apply critical thinking skills and access rigorous instruction.
- Student placement in academically advanced courses.
- Student preparation for college success.
- Dissemination of cluster and system-wide program information.
- Monitors assessment measures and interprets instructional data to promote individual student achievement.
- Participates in the design, implementation, and monitoring of the local school improvement plan with the school leadership.
- Model best practices in rigorous instruction and differentiation.
- Provide peer coaching and collaboration for teachers.
- May work with small groups of students.

TERMS OF EMPLOYMENT

11 MONTHS - 210 DAYS

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice. ?

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board ("School Board") is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time