

**FLSA: EXEMPT**

## Math Coordinator

**DEFINITION:**

The Math Coordinator will work with site- based math coaches, math department chairs, building principals and the District's Director of Research and Evaluation, and will be responsible for the collection, analysis, and overall interpretation of the assessments results. Working with the principals, math coaches and teachers, the coordinator will establish procedures for the screening of all children and collection of math proficiency results. He/ She will provide the preliminary analysis to the math coach and principal so they can work with the teachers, determine student needs and establish benchmarks that will be used to assess progress

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction.

**ESSENTIAL FUNCTIONS:**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

**SPECIFIC DUTIES AND/OR RESPONSIBILITIES:**

Demonstrates knowledge of assessment. Understands validity, reliability and normative comparisons in test design and selection. Identifies varied purposes and forms of assessments.

Supports the improvement of district wide math achievement by offering a multitude of services, including but not limited to: development of lessons to increase the rigor and relevance of math for SUSD students; provide math support and in-services to teachers and/or schools; offer mathematics leadership and expertise throughout the district by remaining current on trends, research and development from the field; support alignment of curriculum to new math standards; support on-line teacher resources and develop strategies to increase math achievement district wide.

Works collaboratively with principal, Math Coaches, teaching staff, and any contracted professional development service providers to support the math program.

Facilitates training and support for staff for interpretation of math data to inform instruction.

Serves as coach/mentor to help teachers analyze data and design instructional plans and classroom grouping based a variety of assessment information (screening, diagnostic, progress monitoring).

Interprets outcome assessment results which measure change over time.

Conducts monthly meetings with math coaches to provide on going support of the coaching model for the improvement of district wide math achievement.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

K-12 curriculum and special programs for diverse populations

Standards based instruction for federal, state and local evaluation of educational programs.

**PHYSICAL REQUIREMENTS:** Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

**QUALIFICATIONS:**

Provisional or Standard K-8 or 7-12 Certificate.

Master's in Education or Educational Leadership Curriculum and Instruction.

Advanced degree with leadership experience coaching teachers on mathematic instruction.

Strong SBMR knowledge base

High degree of self-direction and excellent interpersonal skills in working collaboratively with teachers and administrators in elementary and secondary schools.

Coursework and experience in research design and survey techniques, particularly in math.

Classroom elementary and secondary teaching experiences preferred.

Competency in analyzing and interpreting data.

Experience in serving as a resource to principals and, teachers including in-service on data driven decision making.

Experience with SPSS, Excel or other analysis instruments.