

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	District Math Coach K-5
Department:	Assistant Superintendent
Reports to:	Assistant Superintendent
Supervises:	n/a

Description of job:

Summary of Responsibilities:

Provide leadership, coordination, professional development and in-class coaching in the development and implementation of a capacity-building model of math instruction.

Essential Functions:

1. Develops a district wide model of math coaching to effectively service all district elementary schools.
2. Collaborates with principals and provides support/mentoring/coaching for building level teachers.
3. Builds capacity of building level teachers to improve student achievement.
4. Facilitates district and building level math professional development.
5. Assists in the collection and analysis of data at the district and building level.
6. Co-teaches and models math instruction with building level teachers.
7. Demonstrates best practices in differentiated math instruction.
8. Demonstrates the effective use of resources for math instruction.
9. Attends local and national professional development workshops and conferences.
10. Communicates regularly with the Assistant Superintendent.
11. Assists the Assistant Superintendent in curriculum development for Math K-5.
12. Has solid knowledge of the Common Core State Standards for math.
13. Has solid knowledge of the math units of study and corresponding assessments.
14. Has experience developing math assessments aligned to the CCSSM.
15. Has experience in presenting Common Core aligned lessons to teachers and families.
16. Has experience in the ordering and purchasing of math resources for the elementary schools.

Protective Personal Equipment: n/a

Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment

Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	N/A		

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PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

At least two years' experience teaching elementary school. Experience as an elementary math coach preferred.

License/Certificate/Certification:

Elementary certification

Technological and/or Technical Skills:

Technological proficiency including online math programs and Google Drive.

Communication Skills:

Strong oral and written communications skills.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized and timely manner.

Interpersonal and Problem solving skills:

Ability to interact with parents, students, and staff in an appropriate manner. Ability to maintain complete confidentiality on all issues.

Terms of Employment:

Per NEA/NK contract

Evaluation:

Per NEA/NK contract

Date: 10/2016