

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: District Math Specialist

FLSA: Exempt

GENERAL SUMMARY

Under general direction develops and implements District K- 12 mathematics instructional programs. Develops and administers budgets, coordinates curriculum initiatives, provides teacher support and resources, administers staff development, etc. Reports to the Assistant Superintendent for Instruction.

ESSENTIAL FUNCTIONS

Coordinates the development and implementation of mathematics programs.

Analyzes school data, reviews mathematics test scores, and recommends instructional strategies needed to meet requirements and improve test scores.

Assesses staff development needs and administers appropriate development activities via workshops, individual instruction, courses, etc.

Provides materials, information, and advice to individual schools, principals and teachers.

Reviews and researches new developments in education by participating in local, state, and national conferences and meetings and reviewing/researching professional literature.

Promotes the professional growth of mathematics teachers in grades K-12 by encouraging active participation in national, state, and local mathematics organizations.

Promotes improved coordination and articulation in mathematics instruction at the elementary, middle and high school levels.

Assists with mathematics textbook adoption committees and reviews math resources for possible implementation.

Assists in the evaluation of new teachers.

Increases public awareness and understanding of district mathematics programs by speaking to PTAs/PTOs and other civic organizations and assists in the preparation of related press releases.

Interacts and communicates with parents, coworkers, administrators, committees, teachers, professional staff, government agencies, and others in the performance of job activities.

Provides support and assistance to all classroom teachers in the full implementation of the district's adopted math programs.

Models and demonstrates best practices in mathematical instruction with teacher and students.

Assists teachers in building an interactive classroom.

Assists teachers in the preparation for pacing of instruction.

Participates in collaborative grade level meetings to assist with instructional planning.

Works with teachers to plan, implement, and to reflect on mathematics instruction using the SCCCR-Mathematical Standards.

Researches and prepares a variety of written and electronic materials (e.g. lesson plans, scope and sequence guides, classroom materials, etc.) for the purpose of demonstrating best practices in math instruction.

Serves as District Math Design Collaborative (MDC) local trainer/coach for middle school and high school. Observes MDC teachers once per month and provides feedback, as well as leads professional development for teachers.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Master's degree in Education or Education Administration or a related discipline with three to five years of experience in mathematics education; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teaching certificate and certification in mathematics and other certifications as designated.

Knowledge:

Knowledgeable of all state and federal regulations and compliance requirements applicable to educational programs. Knowledge of the records, forms and reports which must be prepared and maintained. Has thorough and comprehensive knowledge of all aspects of mathematics education. Knowledge of fiscal management practices. Knowledge of curriculum development. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

Skills/Effort:

Ability to comprehend, interpret, and apply state and federal regulations related to mathematics education. Ability to organize and coordinate major curriculum initiatives and related programs. Ability to operate general office equipment in the performance of daily activities. Ability to effectively apply knowledge of mathematics programs and services. Ability to communicate effectively with students, parents, district staff, government agencies and all other groups involved in the activities of the job. Ability to identify effective strategies for mathematics education. Ability to complete, process, and maintain all required records and reports.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to twenty-five pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for budget as assigned.
Supervisory responsibility for staff as assigned.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____