

JOB DESCRIPTION

TITLE COORDINATOR OF MATHEMATICS, 6 - 12

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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/ Experience | Masters degree preferred with an emphasis in mathematics and curriculum and instruction or multiple years of experience in a mathematics-related occupation. A minimum of three years teaching and leadership experience in the field of mathematics. Familiarity with a variety of applications of technology and broad instructional design. Ability to plan and facilitate a group to achieve desired outcomes. Supervisory experience at the building or district level. Ability to develop and provide leadership in development of curriculum. Knowledge of sound approaches and processes for curriculum and staff development. Ability to train teachers in instructional strategies, use of technology, real-world applications, and hands-on approaches to teaching. Basic computer skills required (i.e., ability to use email). |
| Language Skills | Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top administrators, public groups, and/or school board members. |
| Mathematical Skills | Ability to calculate figures and amounts such as proportions, percentages, and salary calculations, and supervise management of budgets. |
| Certificate/License | Eligible for Florida Certification. |
| Reasoning Ability | Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. |
| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, |

talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director, Secondary Programs, 6 - 12

GENERAL RESPONSIBILITIES

1. Develops, implements, and evaluates an articulate 6-12 instructional program in mathematics, 6-12.

SPECIFIC RESPONSIBILITIES

1. Provides leadership in the mathematics program, 6-12.
2. Consults and advises on facilities planning and educational specifications as appropriate for secondary mathematics education.
3. Coordinates secondary mathematics points of contacts meetings.
4. Implements and monitors grant programs, budgets and reports.
5. Designs and arranges for the delivery of staff development in assigned content areas.
6. Identifies and disseminates relevant research to help guide instructional decision.
7. Works collaboratively with the instructional services department and other staff to provide coordinated program support to schools.
8. Designs, implements, and evaluates instructional programs and identifies appropriate instructional strategies and materials in accordance with local, state, and national standards.
9. Supports the identification and implementation of assessment practices, which will drive instruction and provide close alignment with school improvement, standards, and district expectations.
10. Assists with budgetary decision-making for schools and district staff in the assigned content areas.
11. Serves as a member of committees as assigned.

12. Serves as a support team member for designated schools.
13. Monitors trends and developments in regional, state and national organizations and state and federal departments of education for local impact on public education.
14. Performs other duties as assigned.