

JOB DESCRIPTION

TITLE: TEACHER ON SPECIAL ASSIGNMENT/ Mathematics Intervention Specialist

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	Bachelor's degree from four-year college or university. Five years teaching experience, K-12. Five years knowledge/experience in the areas of mathematics, including curriculum integration, critical thinking skills, mathematics problem solving strategies, Sunshine State Standards, student assessment, and reading processes and strategies. Five years computer experience and good communications skills.
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Florida Mathematics certification at the level of assignment.
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 diagrammatic 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 regularly required to talk and hear. The employee frequently is required to sit. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 Building Principal

GENERAL RESPONSIBILITIES

1. Demonstrates teaching and modeling in the area of mathematics through the coaching model.
2. Provides teacher training in mathematics content and instructional strategies; word problem solving strategies; differentiating mathematics instruction to meet the needs of the students; student assessment techniques and strategies; and reading strategies for the content areas of mathematics.
3. Facilitates the Professional Learning Communities' mathematics discussions at the middle and high school levels.

SPECIFIC RESPONSIBILITIES

1. Develops model lessons integrating science and mathematics.
2. Trains all teachers in the latest research/techniques/strategies regarding mathematics instruction and learning across the curriculum.
3. Assists teachers in utilizing mathematics manipulatives and supportive software.
4. Assists teachers in utilizing technology in instruction and learning.
5. Attends professional meetings in the areas of mathematics.
6. Assists teachers and district staff with mathematics program evaluation.
7. Communicates with Coordinator of Mathematics regarding activities, needs, concerns, and issues, and attends monthly meetings.

8. Completes reports related to math training and instruction.
9. Works with Coordinator of Mathematics on curriculum alignment and refinement.
10. Works with Coordinator of Mathematics to develop and refine benchmark assessments and end-of-course exams.
11. Works with Coordinator of Mathematics to develop a summer course recovery program for middle school students.
12. Monitors student progress in mathematics courses and works with teachers to differentiate the instruction as needed.
13. Works with students as assigned by the building principal.
14. Performs other duties as assigned.