

# Mabank ISD

## Elementary Campus Math Specialist Job Description

**POSITION TITLE:** Campus Level Math Specialist K-6

**DAYS:** 197

**REPORTS TO:**

**PRIMARY PURPOSE:** Serve as an instructional leader to enhance and improve the math instructional program.

**QUALIFICATIONS:**

**Education/Certification**

- o Bachelor's Degree
- o Valid Texas teaching certificate

**Special Knowledge/Skills**

- o Working knowledge of curriculum and instruction
- o Ability to organize and coordinate district wide program
- o Ability to interpret data
- o Strong organizational, communication, public relations, and interpersonal skills
- o Knowledge of variety of teaching strategies
- o Flexible

**Experience**

- o Recommended minimum of 3 years of successful elementary teaching experience in a TAKS tested area within the last 5 years.

**RESPONSIBILITIES:**

**District Responsibilities**

- o Write district curriculum
- o Develop and present district wide staff development
- o Develop a deep understanding of the TEKS K-6
- o Attend math support meeting throughout the year

**Campus Responsibilities**

- o Coach/support teachers in the implementation of district curriculum
- o Establish and sustain a support system for teachers
- o Work collaboratively with the principal to facilitate good math instruction
- o Plan with teachers to build capacity with a deep understanding of the TEKS
- o Analyze data to plan effective math lessons
- o Work with small groups of students
- o Model lessons
- o Plan and deliver campus based staff development
- o Gather materials and resources for teachers
- o Develop Saturday School and tutoring lessons

**Curriculum/Instructional Management:**

- o Performs random quality checks on all classroom math assignments for cognitive alignments with TEKS.
- o Assist in developing math instructional processes to ensure that program activities are related to program outcomes.
- o Develop and/or revise curriculum for math.
- o Assist in providing instructional strategies within the classroom setting.

- o Assist with mentoring of teachers.
- o Conduct lesson demonstrations for teachers needing assistance.
- o Assist teachers to develop and provide students with alternative course work through curriculum modification, acceleration, etc.
- o Provide input on the development/presentation of staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying levels of students.
- o Deliver instruction utilizing alternate methods of education.

**Teaching Responsibilities:**

- o Organize & oversee all Tier II & Tier III math instructional arrangements on assigned campus
- o Provide direct instruction of Tier II math remediation classes not less than 40% of weekly schedule
- o Co-teach with math teachers not less than 40% of the weekly schedule

**Assessment/Disaggregation of Test Scores**

- o Assist District Director of Curriculum and Instruction with the development/ coordination in writing of math benchmark assessments for classroom use and for summer school.

**Consultation:**

- o Conduct lesson demonstrations for teachers needing assistance with instructional concepts.
- o Conduct and provide staff development workshops/trainings as requested by administration.
- o Provide curriculum resources and materials to support staff in accomplishing program goals and in promoting student achievement in math.
- o Assist with the selection and purchase of supplemental equipment and supplies for the math program.

**Policy, Reports, and Law**

- o Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- o Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

**Other:**

- o Participate in training that will enhance one’s curriculum knowledge, expertise, and professional skills in math.
- o Perform other duties as assigned by the Campus Principal and/or the Director of Curriculum and Instruction

**WORKING CONDITIONS:**

**Mental Demands / Physical Demands / Environmental Factors:**

- o Maintain emotion control under stress;
- o Frequent prolonged and irregular hours;
- o Lifting boxes;
- o Frequent district wide travel and occasional statewide travel

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Campus Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_