

## **Math Specialist - Secondary**

### **Purpose Statement**

The job of Math Specialist - Secondary is done for the purpose/s of developing, encouraging and supporting teacher professional development based on the NCTM Standards and current research; implementing curricular goals and strategies; developing and dispersing support materials and assisting teachers in their instruction of mathematics; fostering the use of data by teachers in their decisions regarding mathematics instruction; providing support and guidance to teachers and administrators concerning mathematics; and attending essential meetings at the district and state level.

---

### **Essential Functions**

#### **Other Functions**

- Assists educators with the implementation of the core curriculum for the purpose of creating a guaranteed and viable curriculum.
- Confers with instructional staff as may be appropriate regarding math instructional techniques, organization of practices, etc. for the purpose of providing guidance and mentoring.
- Fosters the use and interpretation of data in the development of curriculum for the purpose of enhancing effective mathematics instruction.
- Participates at the district and state level for the purpose of maintaining a sound understanding of current research and policy expectations.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of reports and written materials for the purpose of documenting activities and ensuring compliance with established guidelines.
- Provides in-service opportunities for educators to assist in a variety of related areas (e.g. supporting the assessed needs of students, reflecting NCTM and research-based standards, etc.) for the purpose of developing teacher leaders and ensuring quality instruction for students.
- Researches a variety of topics related to math instruction for the purpose of ensuring quality in-service opportunities, improving instruction techniques and/or finding resolution to issues.
- Responds to inquiries of other school personnel for the purpose of providing information, assistance and/or direction related to math instruction.
- Supports and guides teachers and building administrators for the purpose of providing professional development at the school level including CMI professional development and implementation.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities; facilitating program goals; and organizing / communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: mathematics instruction techniques, equipment used in math instruction; knowledge of curriculum, instruction, and subjects of teaching assignments; pertinent laws, codes, policies, and/or regulations; and relevant professional standards and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with a variety of people; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; and providing opportunities for the exchange of ideas; setting priorities.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range

Exempt