

Job Title: Math Coordinator (6-12)
Department: Professional Learning & Development
Reports To: Assessment & Learning Director
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

The Math Coordinator (6-12) oversees math education programs in Sixth through Twelfth grades in Washington County School District. General duties include: working with teachers to meet individual classroom needs, working with selected publishers to get materials, coordinating math training, providing math training for on-site coaches/department/grade level/teacher leaders, helping teachers implement best teaching practices, cognitive engagement, and 21st century skills to maximize student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Develops and coordinates math training for secondary schools.

Coordinates the review of math curriculum. Coordinates development of math common formative assessments (CFAs).

Coordinates state core alignment with current textbook for teacher use.

Supervises the development of math pacing and curriculum guides.

Examines the core testing results and finds additional strategies to target weak areas of instruction.

Models effective math instruction. Advocates for effective instruction in mathematics.

Facilitates district training.

Manages (as needed) math endorsement classes.

Attends state math meetings and disseminates information. Serves on regional and state math committees. Serves on Professional Learning committees.

Supports the Professional Learning & Development Department by attending meetings and conducting training.

Assists and trains in the development of school site-based Professional Learning Communities (PLCs).

Assists and provides leadership for district-level master planning, design, implementation, evaluation, and integration of math.

Evaluates and refines program collaboration based on assessment data and shares findings with administrators.

Participates in meetings as assigned.

Researches and writes grants for additional math funding to support teachers.

Assists teachers with math resources. Meets individually with teachers, when requested.

Addresses and helps find possible solutions to specific concerns of groups of teachers.

Provides teachers with suggested readings and information about recent theory, research, and practices in mathematics.

Advocates for, and models, effective instructional practices.

Interacts with school administrators, teachers, and the public with tact, courtesy and discretion.

Corresponds with teachers on a regular basis regarding training, materials, etc.

Helps teachers with math strategies for at-risk learners.

Establishes and maintains a variety of records. Prepares letters, memoranda, reports, bulletins, handouts and other materials.

Prepares and maintains a budget.

Performs a variety of clerical duties and operates a variety of technical equipment as needed.

SUPERVISORY RESPONSIBILITIES

This job has indirect supervisory responsibility over the school learning coaches, mentors, and others as assigned by the Assessment & Learning Director.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master’s Degree and 5 years of successful teaching experience. Additional math coursework, certifications, and endorsements is preferred. Successful experience as a presenter.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active professional level Utah Teaching License.

Must have and maintain an Active Utah Drivers License. Must complete Utah Risk Management Defensive Driver training every two years (Utah Code R31-1).

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 or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Executive Director, Learning & Development		Date: 07/15/2015	
Approved By: Executive Director, Human Resources		Date: 07/29/2015	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 01/29/2016
<input checked="" type="checkbox"/> Review	<input type="checkbox"/> Revised	By: Assessment & Research Director	Date: 01/29/2020
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assessment & Research Director	Date: 08/17/2022
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	