

## PERSONNEL

### Half-time Mathematics Specialist/Teacher Coach (5th -8th Grade)

#### Certificated Job Description

#### DEFINITION

Serves as part of their school's leadership team, job imbedded ongoing professional development support in data analysis professional development decision-making. Improve their content knowledge and effective delivery of instructional strategies. Build the capacity of the school and its teachers to meet the learning needs of all students. The goal is to ensure staff acquires the understanding and skills to:

1. Enhance instructional practices at the classroom level
2. Raise the level of the student academic achievement

#### MAJOR DUTIES AND RESPONSIBILITIES

1. Charged with acquiring the knowledge, skills, technology skills, and instructional strategies to effectively impact the instructional practices of the teachers that are coached.
2. Identification of the school teaching and learning needs, barriers and weaknesses by analyzing student data and organizing and implementing problem-solving actions with teachers
3. In class coaching, observing, modeling of guiding teachers in analysis of student work, developing lesson plans based on student needs, supporting data analysis, the integration of technology, co-planning with teachers and conducting classroom walkthroughs.
4. Monitors instructional effectiveness and student progress using tools and strategies.
5. Establish and maintain confidential relationships with teachers
6. Communication with supervisor and site administrator through weekly schedule/log of activities.
7. Performance of additional tasks and responsibilities as assigned.
8. Follow the Success for All Grant as stated in Appendix A.
9. Research and provide information and guidance regarding a range of effective and innovative math practices through various activities such as: individual discussion (informal and formal) coaching sessions, demonstration lessons, with pre-and post- discussion/analysis, study groups, staff meetings, and professional development programs.
10. Provides support and assistance to all classroom teachers in the full implementation of the district's adopted math program through MAP score analysis/interpretation.
11. Conducts demonstration lessons to ensure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed
12. Assists teachers in building an interactive classroom and assures that recommendations for improvement are implemented.
13. Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students.
14. Assist teacher in preparation pacing for instruction.

## OTHER DUTIES AND RESPONSIBILITIES

The effectiveness of any coaching initiative hinges on the selection of a candidate that is highly qualified as a teacher, knowledgeable in content, and skilled in the sophisticated practices of coaching. The coach must meet the following criteria:

1. Demonstrated deep knowledge of the content areas and skillful application of research-based strategies to provide access to content standards for the student at risk;
2. Use of a rich array of instructional approaches, resources and technologies.
3. Skill in analyzing and using data, especially differentiated instruction for students at risk.
4. Interpersonal, problem solving, and organizational skills required to effectively facilitate coaching and staff development.

## POSITION QUALIFICATIONS

1. Credential: General Elementary (K-8), General Junior High (7-8), General Secondary (7-8), Standard Elementary (K-8), Standard Secondary (7-8) where appropriate, Clear Single Subject, Clear Multiple Subjects
2. Education: Bachelor's degree in job-related area. Certificates, Licenses, Clearances, Testing and/or Bonding Required Must be able to meet highly-qualified teacher requirements as required by the No Child Left Behind Act EL Authorization Department of Justice and FBI Fingerprint Response.

184 work day  
Certificated Salary Schedule

### Personal Qualities:

Appearance, grooming, and personality which establish a desirable example for pupils. Ability to meet district standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.

Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following essential physical requirements:

- |               |                        |                  |                        |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = Less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |

- 2 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand and circulate for extended periods of time and ascend and descend steps. \*
- 4 c. Ability to see, with or without prescriptive eyewear, for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear, with or without hearing aids, and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop and reach all directions. \*

1 g. Ability to lift 55 lbs. \*

1 h. Ability to move a 50 lb object to a cart or hand truck. \*

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.