

**Roswell Independent School District
Job Description**

Job Title: MATHEMATICS CONTENT SPECIALIST

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

General Job Description:

The Mathematics Specialist acts as a resource person to promote student and teacher growth in learning and teaching mathematics and as a mathematic instructor for students in need of acceleration, correction, or remediation. The Mathematics Specialist works collaboratively with teachers to implement a quality mathematics program that is research-based and differentiated for student needs. This position supports teachers by modeling instructional strategies and lessons, developing and modifying lesson plans, supporting all students in a variety of ways to learn mathematics, and expanding teacher and parent understanding of current mathematics research and knowledge. This position is responsible for the design, implementation, and analysis of mathematics assessments and for the facilitation of the school-wide math plan.

Responsibilities:

Mathematics Teaching and Learning:

1. Exhibits personal interest and enthusiasm for mathematics to support the teaching of mathematics and encourage the learning of mathematics.
2. Spends a majority of time in classrooms working directly with teachers and students in the area of mathematics.
3. Thoughtfully advocates for and supports all students with rich, deep and engaging mathematics curriculum and learning experiences below, at, and above grade level.
4. Actively investigates and considers new ideas that improve mathematics teaching and learning and draws on current education policy and research in mathematics.
5. Draws upon professional, community and technological resources, inside and outside the school, to improve mathematics teaching and learning.
6. Assists administrators, teachers, and school staff in implementing and monitoring a comprehensive mathematics program.
7. Collects and maintains appropriate records of student progress and provides timely and accurate oral and written feedback to teachers, school staff, students, and parents.
8. Uses a variety of data to evaluate abilities and disabilities of students and works independently and with classroom teachers and school staff to adjust their instruction to meet the needs of all students.
9. Serves as a member of the school math committee and data team to design, implement, and monitor the school mathematics plan.
10. Maintains an inventory of mathematics intervention instructional and professional materials.
11. Maintain confidentiality with sensitive matters.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
13. Report to work on time and work no less than 7.25 hours per day.
14. Work independently with very little supervision
15. May be required to perform other related functions as assigned by your supervisor.

Mathematics Improvement Plan:

1. Engages collaboratively in the school-wide and district-wide mathematics effort to build a shared vision and supportive culture, identify common goals, and monitor and evaluate progress toward those goals.
2. Participates actively as a mathematics team member to improve mathematics teaching and learning in the school and district.
3. Participates actively as part of school team, giving feedback on mathematical practice, examining student mathematics work, analyzing data from multiple sources, making decisions to improve student learning, and being accountable for each students learning in mathematics.
4. Reports results of improvement plan effectiveness to the school principal on a regular basis.
5. Assists with evaluating students, identifying knowledge gaps and practice shortfalls, and recommending interventions.

MATHEMATICS CONTENT SPECIALIST (CONT'D)

6. Actively integrates technological tools and mathematical programs to support students, families, teachers, and school staff.
7. Helps design and participates in school and/or district professional development activities to improve mathematics teachings and learning.
8. Demonstrates quality mathematics lessons to individual and teacher groups in a classroom setting.
9. Helps design and participates in parent and family workshops to enhance mathematics learning at home and school.
10. Engages in professional learning to enhance his/her knowledge and skill in mathematics, contribute to the knowledge and skill of others in mathematics, and work collaboratively to advance professional practice in mathematics.

Mathematics Instruction and Assessment:

1. Designs formative and summative assessments to assess individual and group student learning in the area of mathematics.
2. Regularly uses formative and summative assessments to develop, guide, and/or modify mathematics instruction to accommodate individual and student group needs.
3. Creates and provides developmentally appropriate mathematics instruction in individual and/or small group instruction to meet the needs of students.
4. Makes appropriate provisions for individual students who have particular learning differences or needs in the area of mathematics.
5. Uses mathematics strategies that are sensitive to the multiple experiences and diversity of learners and that allow for different ways of demonstrating learning.
6. Connects mathematics instruction to each student's prior knowledge and experiences.
7. Incorporate tools of mathematics development into planning and instruction, including strategies for making mathematics accessible to all learners including educational disability, socio-economic disadvantaged, and English language learners.
8. Accesses appropriate services and mathematics resources to meet specific learning differences or needs.
9. Creates learning environments in which individual differences are respected and valued.
10. Collaborates with families, school teachers and staff, and other professionals to promote student growth and development in mathematics.

Mathematics Knowledge and Application:

1. Engages students in understanding the importance of mathematical practices and their necessity for successful learning in mathematics.
2. Stimulates student reflection on prior mathematics knowledge, links new concepts to familiar mathematical concepts, and makes connections to students' experiences in mathematics.
3. Engages students in mathematics experiences that encourage students to explore and attempt different methods of presenting and solving mathematical problems.
4. Uses real world problems to engage students in applying mathematics knowledge and practice.
5. Engages students in seeking out real world applications of mathematics.
6. Recognizes when student misconceptions interfere with learning mathematics and creates educational experiences to correct for these misconceptions and build conceptual understanding of mathematics.

Supervisory Responsibilities:

Students in their charge

Qualifications:

1. Hold a current NM Public Education teaching license.
2. Bachelor's degree or higher
3. Elementary Certified, Level II or Level III (Math Endorsement preferred)
4. Experience with Common Core State Standards.

MATHEMATICS CONTENT SPECIALIST (CONT'D)

- 5. Five years Teaching Experience
- 6. Experience with various math curriculum
- 7. Ability to analyze and use data to design, modify, and evaluate mathematics curriculum, instruction, and assessment.
- 8. Valid Driver's License and Car Insurance and travel from site to site as needed.

Physical Requirements:

Sitting, standing lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precaution (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site visits as needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date