



YAZOO COUNTY SCHOOL DISTRICT **District-Wide Math Curriculum Specialist** **JOB DESCRIPTION**

- POSITION TITLE:** District-Wide Math Curriculum Specialist
- TITLE of SUPERVISOR:** Assistant Superintendent
- SALARY:** Salary is reflective of the Yazoo County School District Salary Schedule.
- QUALIFICATIONS:**
- (1) Current and valid Mississippi Teaching Certificate;
 - (2) Bachelor's Degree in Education; Master's Degree highly favored;
 - (3) Five (5) years classroom experience as an elementary and/or middle/high school math teacher;
 - (4) Extensive knowledge of theory and research on the current best practices and instructional resources in math;
 - (5) Mentoring experience preferred;
 - (6) Possess an apparent ability to motivate others;
 - (7) Possess proficient technology skills; and
 - (8) Strong leadership, collaboration, facilitation and presentation skills a must.

JOB SUMMARY:

The Mathematics Curriculum Specialist position fulfills three roles: **(1) Instructor; (2) Coach; and (3) Teacher Leader**. The Mathematics Curriculum Specialist works with each school to define his/her role/schedule specific to the needs of his/her building assignments in collaboration with the respective building principal and assistant principal.

As an **Instructor**, the Mathematics Curriculum Specialist identifies students in need of additional instruction and establishes a schedule to provide targeted instruction during push-in or pullout situations. He/she acts as key facilitator in the implementation of integrated Math instruction in the school, as well as Early Intervention strategies for the prevention of math deficiencies.

As a **Coach**, a Mathematics Curriculum Specialist works with teachers to identify areas of professional need and provides resources or strategies to address these areas. The Mathematics Curriculum Specialist models lessons and assists teachers in planning lessons or units. Specialists serve as a venue for teachers to obtain the necessary materials, resources, and data that supports instruction and the curriculum. Specialists are responsible for assisting teachers and building administrators in incorporating materials, data, and initiatives that support increasing student achievement.

As a **Teacher-Leader**, a Mathematics Curriculum Specialist provides professional development for teachers, peers, and administrators which addresses curriculum, teaching strategies, trends, and data analysis. The Mathematics Curriculum Specialist may help to facilitate common planning time meetings and may provide one-on-one, small group, or building-wide training.

GENERAL DUTIES AND RESPONSIBILITIES:

- (1) Provides teacher leadership in the review, development, and revision of math content area programs;
- (2) Works cooperatively with curriculum and instruction district administration, teachers, lead teachers, interventionists, and campus administrators in the development and delivery of instructional programs in assigned content area;
- (3) Works with teachers to implement formative district benchmark assessments to guide classroom instructional interventions based on data analysis;
- (4) Obtains and uses student performance data (including subject achievement data) to improve program effectiveness in mathematics;
- (5) Maintains a current understanding (theory and application) of research based best instructional practices including supplementary materials and instructional technology integration relevant to the assigned content area of mathematics;
- (6) Models instructional best practices with students for the purpose of teacher observation of effectiveness and program improvement in mathematics;
- (7) Models the implementation of student-specific interventions and helps to track related progress for math deficits;
- (8) Provides input on the development of the educational program based on State and Federal standards and data supported student performance;
- (9) Assists the classroom teacher with instructional implementation to increase instructional effectiveness in teaching math;
- (10) Collaborates with teachers on program improvement and instructional interventions for students who are at-risk;
- (11) Works with teachers for the purpose of ensuring that all accountability measures are met per District Strategic Plan with all objectives and activities monitored and achieved;
- (12) Assists teachers with the development of curriculum in the assigned content area via the district's on-line curriculum management system (Canvas);
- (13) Assists teachers with the implementation of the district's on-line curriculum management system (Canvas);
- (14) Assists teachers in the implementation and improvement of educational programs in the assigned area;
- (15) Utilizes technology to model the delivery of classroom instruction to students in the assigned area;
- (16) Attends trainings and/or professional development in designated content area;
- (17) Plans and provides professional development for teachers, administrators, and staff in designated content area;
- (18) Disseminates information regarding current research and significant developments on the state and national levels in mathematics;
- (19) Observes classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation;
- (20) Demonstrates math teaching strategies with students in classroom;
- (21) Grows professionally, through research and by attending appropriate trainings;
- (22) Demonstrates the mastery of district programs and works actively to continually shape programmatic components for improvement;
- (23) Seeks new resources to enrich teacher/district team's performance in math;

- (24) Balances the three facets of the position effectively;
- (25) Assists all teachers in utilizing math strategies effectively;
- (26) Initiates regular and ongoing contact with all Math teachers, and creates and maintains an environment of trust and respect;
- (27) Cultivates a culture of professional inquiry where teachers are self-motivated to improve;
- (28) Collaborates effectively with staff, sharing expert content and instructional knowledge and resources while demonstrating creativity, flexibility, and responsiveness;
- (29) As a regular member of the MTSS and School Data Team, gathers and uses data to analyze student, grade-level, and building-level building performance, as well as use technology to prepare reports and presentations;
- (30) Consults with building administrators on a regular basis regarding the consistency of program implementation by grade level;
- (31) Assumes leadership roles within the school community, coordinating projects and reports, and making meaningful contributions at all levels;
- (32) Demonstrates the ability to work collaboratively with teachers and administrators;
- (33) Possesses excellent organizational and communication skills;
- (34) Possesses the ability to evaluate instructional methodology related to the District Math curriculum and the College and Career Readiness Standards;
- (35) Represents the District team in positive way; interacting with all colleagues, parents and students with respect and integrity; and
- (36) Performs all other duties that may be assigned by the Assistant Superintendent.