

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b>	Math Specialist*	<b>LOCATION:</b>	District-wide (Itinerant) (based in Fairbanks or River Schools)
<b>SUPERVISOR:</b>	Director of Operations or Designee	<b>CLASSIFICATION:</b>	Certified
<b>DAYS/MONTHS:</b>	188 days	<b>FTE</b>	1.00

### **GENERAL RESPONSIBILITIES**

The Math Specialist:

- Works with administrators, classroom teachers, school support staff and central office instructional staff to implement quality math instruction as well as develop and provide interventions for students in need of support.
- Works with teachers by providing math professional development and individual teacher coaching both on site and via video conference.
- Provides support to students when appropriate.

### **DUTIES & EXPECTATIONS**

1. Meet with math teachers to assist in the implementation of the math curriculum.
2. Present model lessons and coach teachers on areas of instructional focus.
3. Provide support services for K-12 students experiencing math difficulties.
4. Provide professional development, training and general support in the development and implementation of Math centers.
5. Become familiar with the Acellus online math program in order to support teachers and students
6. Review student data and work with math teachers on the development of interventions to meet the individual needs of students.
7. Help ensure interventions are being delivered with integrity.
8. Provide interventions when working with teachers and students on-site.
9. Work with the principals to create a school-wide math goals and action plan for providing quality math instruction.
10. Assist administration in identifying school site weaknesses in math.
11. Assist K-12 teachers in disaggregating and analyzing data to plan instruction.
12. Ensure delivery of interventions to struggling math students.
13. Participate in position-related professional development.
14. Some evening and weekend work will be required. Travel in small aircraft required.
15. Other duties as assigned

### **QUALIFICATIONS**

**Education:** A minimum of a Bachelor's degree or higher from an accredited college or university. Valid Alaska teaching certificate.

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**Experience:** A minimum of three years of experience teaching math required. Two years of math coaching experience preferred.

### **Knowledge:**

Extensive knowledge of:

- Teaching and differentiating in multi-grade classrooms.
- Teaching math in a variety of grade/content levels.

### **Abilities:**

- Coach teachers with variable levels of math classroom experience and experience teaching in rural Alaska
- Effective communication via email, phone and videoconferencing
- Able to coordinate on-site visits and distance-delivered follow-up conversations
- Organizational skills must be sufficient to develop and implement programs, and provide support
- Strong oral and written communication skills, including public relations skills
- Extensive computer skills to include Word, Excel, database entry, an online calendar, Internet research, and a high comfort level using video teleconferencing units
- Maintain strict confidentiality
- Demonstrated ability to work with students, colleagues, staff, and outside agencies
- Demonstrated ability to work in cultural rural Alaska settings
- Meet deadlines and schedules, set priorities, and organize workload effectively, efficiently and independently, maintaining professional composure at all times
- Must be able and willing to travel in small planes to rural sites.

### **PRIMARY WORKING CONTACTS**

Administrators, teachers, counselors, students, and parents.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from assigned district office administrator(s).

Responsible for the safety and supervision of students.

### **EQUIPMENT USED**

Familiar with standard office equipment, including computer, printer, copier, telephone system, whiteboard, video conferencing, personal smart devices (iPad, tablet) and other equipment needed to develop and present an appropriate instructional program. Computer software including Microsoft Office, e-mail, Google Docs, and software approved and adopted by the district and/or building such as student grade report programs.

### **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Attending school events is encouraged. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations. Maintain emotional control under stress. Daily attendance and

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punctuality at work are essential functions of the job. Travel in small aircraft required.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 40lbs and to safely restrain out of control students who present a danger to self or others. The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.

### **EVALUATION**

Annual written evaluation.