



Job Title: Coordinator – Elementary Mathematics

Wage/Hour Status: Exempt

Reports To:

Pay Grade: Administrative Professional -4

Dept./School: Curriculum & Instruction

Revised: 07/08/2024

Primary Purpose:

The Coordinator is responsible for curriculum and support services related to Grade K through Grade 5 math programs. Duties include providing assistance to campuses, and planning and initiating appropriate activities to support the written goals and objectives of the District in compliance with state and federal requirements. The Coordinator for Elementary Mathematics provides assistance and expertise to teachers in assigned academic subject areas and designated special programs.

Qualifications:

Education/Certification:

Required: Valid Texas Teaching Certificate

Preferred: Master's degree in educational administration

Preferred: Texas Principal Certification

Special Knowledge/Skills:

Knowledge of secondary mathematics curriculum and instruction, best practices

Knowledge of state assessments

- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to determine effectiveness of programs
- Ability to communicate effectively in both oral and written formats
- Ability to problem-solve, resolve conflict and address needs
- Ability to read, understand and implement policy and procedures
- Strong communication, public relations, and interpersonal skills

Experience:

Required: Three years' experience as a classroom teacher

Required: Knowledge of elementary mathematics curriculum and related rules



Performance Responsibilities and Duties:

Responsibilities:

- Provides support services for assigned subject areas and special programs.
- Promotes high expectations, and provides motivation for excellence in staff/student performance.
- Collaborates with other staff members to foster effective decision making, high morale, and enthusiasm in the organization.
- Serves as an instructional support staff in the coordination of effective Districtwide instructional programs particularly related to the assigned subject areas. Other responsibilities include serving as a liaison and coordinator of support services for designated academic instructional programs.
- Supervises the writing, editing, and revising of curriculum materials to support the District's instructional programs in compliance with local, state, and federal requirements.
- Assists in selecting state-adopted textbooks and other instructional materials for local use in the instructional program.
- Serves as a liaison with the Texas Education Agency (TEA) curriculum departments to ensure timely and accurate dissemination of information to District staff.
- Works with principals, campus planning and decision-making (PDM) teams, counselors, and teachers to disseminate information regarding current research and proven strategies that improve student achievement.
- Facilitate meetings of campus staff as appropriate.
- Values the organization by maintaining a positive working environment, adhering to the District's mission statement, recognizing various roles and functions within the District, and supporting each campus organization.
- Undertakes/completes assignments in an appropriate and timely manner to achieve organizational goals.
- Initiates change to improve the District's instructional programs based on current research and knowledge of TEA requirements.
- Evaluates and makes recommendations for modifications of existing District programs and implementation of innovative instructional models.
- Serves in a supportive capacity to campuses in the achievement of Campus Improvement Plans, particularly in relation to the District's instructional programs.
- Analyzes data and evaluates research studies to support recommendations for the District's instructional programs and to provide technical assistance.
- Serves as a positive role model, and works cooperatively with others in designing and promoting quality instructional programs.
- Determines and works for the financial support necessary to provide equipment, instructional materials, services, and staffing related to the District's instructional programs that meet local, state, and national standards.
- Facilitates the preparation of specifications for facilities and equipment and the selection, requisition, distribution, and utilization of instructional materials and equipment to support the District's instructional programs.
- Disseminates information concerning the District's instructional programs at the local, state, regional, and national levels.
- Plans and provides leadership for professional growth of teachers through effective in-service training and dissemination of information related to significant development in the District's instructional programs.
- Assists, as directed, in the organization of local events, contests, competitions, conferences, and festivals.
- Serves as a liaison to civic groups on projects pertaining to the District's instructional programs.
- Promotes positive relations with school personnel and the general public, leading to a better understanding of the District's instructional programs.



- Provides training to both teachers and administrators in improving instructional techniques, developing new approaches in teaching, and using materials and equipment that are responsive to student needs.
- Assists both central office staff and campus administrators and staff in the effective utilization of computers and other technology, and media.
- Facilitates consistent, equitable student management plans through staff development or on-site technical assistance.
- Provides assistance in assessing the academic needs of students.
- Provides technical assistance for conferences with parents, students, and teachers concerning school and student issues.
- Performs duties in a professional, ethical, and responsible manner as defined in Board policy and the TEA Code of Ethics for Educators.
- Assumes leadership responsibilities in professional organizations.
- Performs other job-related duties as assigned by the appropriate chain of command.

Supervisory Responsibilities:

- Support Personnel

Mental Demands/ Physical Demands/Environmental factors:

Tools/Equipment Used: Standard office equipment including technology and peripherals, copy machine, etc.

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress, assist in mediating concerns and facilitating effective solutions

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____