

Program Director of Primary Mathematics

Job Description



Job Title:	Program Director of Primary Mathematics	FLSA:	Exempt
Reports to:	Director of Mathematics and Science	Pay Grade:	PR226
Dept./School:	Teaching and Learning/ Resource Center	Calendar Days:	226
Contract:	Probationary/Term	Revised:	12.17.21

Primary Purpose

Provide leadership in developing and implementing the district's primary mathematics program. Collaborate with district staff and outside personnel to ensure educational opportunities for students.

Qualifications

Education/Certification:

- Master's degree in curriculum and instruction, educational administration, or a field appropriate to assignment from an accredited college or university
- General qualifications of a primary mathematics teacher (EC-6) as prescribed by the State Board of Education

Special Knowledge/Skills:

- Knowledge and experience in primary mathematics curriculum development and instructional practices
- Knowledgeable of Eureka Math and STMath
- Knowledge of national trends, research, and best practices in mathematics
- Knowledgeable of state curriculum standards, Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards (ELPS), College and Career Readiness Standards (CCMR), and STAAR/EOC
- Ability to communicate effectively with administrators, teachers, parents, and students
- Ability to interpret data
- Strong organizational, communication, and interpersonal skills

Experience:

- Minimum three (3) years successful teaching experience in a mathematics classroom
- Must have maintained a satisfactory score on district appraisal instrument

Major Responsibilities and Duties

Instructional and Program Management

1. Develop, maintain, revise, and improve the prekindergarten-second grade mathematics curricular documents and instructional support materials for Aldine ISD's primary mathematics program. Provide resources and materials to support staff in accomplishing program goals in alignment to our mathematics framework

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2. Work with the Assistant Superintendent of Teaching and Learning, Director of Mathematics and Science, Teaching and Learning program directors, principals, assistant principals, mathematics instructional specialists, and mathematics teachers in the development of all mathematics programs serving students
3. Lead the implementation of the Aldine ISD Mathematics Framework at the primary level (PK-2nd grade)
4. Work with program staff to establish and maintain challenging academic standards that will ensure that students learn mathematics in alignment to our mathematics framework
5. Assist in the coordination of a PK-12 mathematics vertically aligned instructional program
6. Evaluate the PK-2nd grade mathematics program's effectiveness, including student achievement data, and recommend changes as needed in alignment to our mathematics framework
7. Monitor the program to help ensure that the primary, elementary and secondary mathematics curriculums share a high degree of uniformity
8. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Support campus instructional specialists in providing coaching and curriculum assistance for their campuses.
9. Assist in evaluating and selecting high-quality curriculum and other instructional materials to meet the learning needs of mathematics learners in alignment to our mathematics framework
10. Contribute to the selection of supplemental resources, tools, materials, equipment, and supplies for the primary mathematics program that supports our mathematics framework
11. Analyze facility and equipment needs for optimum teaching and learning and recommend changes or adjustments
12. Assist in researching programs and provide analysis of such programs to determine possible implementation in the district in alignment to our mathematics framework
13. Develop aligned and rigorous curriculum-based mathematics assessments for PK-2nd grade
14. Assist in securing consultants, specialists, and appropriate community resources for principals and instructional staff as needed to assist in attaining program objectives
15. Provide and facilitate mathematics curriculum-based professional learning

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Policy, Reports, and Law

16. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy
17. Monitor the mathematics education program to ensure that the program and Aldine schools are in compliance with all local, state and Texas Education Agency (TEA) standards and goals
18. Compile, maintain, and file all reports, records, and other documents, required
19. Assist in the completion of all local, state, and federal evaluation reports on all students

Budget and Inventory

20. Help define the program and fiscal needs in the budget development process
21. Ensure that the program is cost effective and funds are managed wisely

Personnel Management

22. Assist with orientation of new teachers during in-services and throughout the year
23. Assist in planning, implementing and conducting in-service training programs
24. Assist in providing opportunities for staff development for administrative staff and teachers relative to the pre-kindergarten-2nd grade mathematics program

Professional Growth and Development

25. Pursue continuous improvement and growth in knowledge of leadership skills, and the compliance requirements, curriculum and instructional programs, and implementation strategies of a mathematics education program
26. Participate in staff development activities to improve job-related skills
27. Attend and participate in meetings and serve on committees
28. Actively pursue a long-range program of professional growth; continually seeking self-improvement

Other

29. Compile, maintain, and file all reports, records, and other documents required
30. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and campus routines and regulations

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31. Performs other duties as assigned by the Superintendent, Chief Academic Officer, Assistant Superintendent of Teaching and Learning, and Director of Mathematics and Science

Supervisory Responsibilities

Supervision of assigned staff

Evaluation

The Program Director of Primary Mathematics' evaluation is a responsibility resting with the Director of Mathematics and Science. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.