



Position Description

Director of Mathematics

Salary Level: Based on Act 93 Agreement

Contract/Benefits: Based on Act 93 Agreement

Department or Area: Learning and Teaching

Reports To: Executive Director of Learning and Teaching

Prepared Date: March 19, 2023

Prepared by: Dr. Michael Q. Roth, Chief Academic Office and Deputy Superintendent

Approved By: Dr. Carol D. Birks, Superintendent

Qualifications:

- Master's Degree with coursework in curriculum and instruction.
- Hold a valid and current Pennsylvania Principal or Supervisory Certificate.
- Experience as a building level administrator (principal, assistant principal, supervisor of curriculum & instruction) preferred.
- Minimum of five years of successful teaching experience.
- Experience in mathematics related program development and implementation, including deep knowledge of Common Core and Pennsylvania Standards in Mathematics
- Knowledge of and flexibility in the use of computers and software programs typically used within the classroom
- Excellent communication skills
- Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
- A valid and current operator's license for a motor vehicle and have access to an operable vehicle for traveling within and outside the district.
- Such additional or alternatives to the above qualifications as the Board or Superintendent/Deputy Superintendents may determine appropriate and acceptable.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Directs, administers, and coordinates the activities of the district in support of policies, goals, and objectives related primarily to communications, legal activities conducted by the district, and government relations in support of the mission, vision, and strategic established by the superintendent and school board by performing the following duties personally or through subordinates:

Essential Duties and Responsibilities

Provides oversight in the implementation of all mathematics curricula K through 12

- Collaborates with the Director of Science and Educational Technology to coordinate the development of a District-wide STEM philosophy and assures complete alignment of STEM areas with the Common Core Standards and Pennsylvania Standards
- Coordinates with all departments to ensure that strong mathematics instruction, curriculum, and assessment are fully integrated K through 12
- Coordinates with Director of Human Resources in screening, interviewing and hiring all staff related to mathematics
- Collaborates with the Learning and Teaching Department and school leadership in providing oversight and planning for all professional development in mathematics; including pre-service and in-service workshops and in-service programs at the district and school level
- Collaborates with appropriate personnel in the development, writing, and implementation of proposals and grants to acquire funding
- Coordinates the preparation of status reports and presentations to teachers, administrators, district office personnel and the Board of School Directors as they relate to mathematics
- Provides committee leadership in all mathematics related areas
- Collaborates with Directors of Literacy and Science and Educational Technology in the supervision and evaluation process of the Supervisors of Instruction, assisting them in mathematics related professional development and the integration of mathematics curriculum in K - 12 classrooms
- Assists the Executive Director of Learning and Teaching in preparing and monitoring mathematics line items in the curriculum budget and equitably provides resource support
- Maintains a collaborative working relationship with state and local education agencies and participates on higher education, business, and community education advisory committees
- Performs other duties as assigned by the Superintendent, Chief Academic Officer, Deputy Superintendent, or Executive Director of Learning and Teaching

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional employee situations judiciously; Responds to employee requests for service and assistance; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively; Works well with others.

Leadership Skills

Develops workable implementation plans; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problems in a timely manner.

Organizational Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Personal Competencies

Exhibits sound and accurate judgment; Treats people with respect; Works ethically and with integrity; Respects confidentiality; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Demonstrates accuracy and thoroughness; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, and bend. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by:

Date: _____

Individual Serving in Position