

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Math Specialist**

JOB TITLE: Math Specialist	LOCATION: Bowling Green Elementary School
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: 200 days PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE:	
<p>Must hold a Bachelor's degree from an accredited university/college</p> <p>Must hold an active teaching license with an endorsement in Elementary Education PreK-6 and Math Specialist-Elementary Education</p> <p>Have a minimum of five years of successful public school experience</p> <p>Demonstrates ability to work cooperatively with teachers and administrators</p>	

JOB GOALS:

To collaborate with principals and division leaders in the implementation of curriculum, Virginia Standards of Learning, professional development training, teacher support, and other tasks that provide the necessary support to maintain the integrity of the instructional program and increase student achievement.

PERFORMANCE RESPONSIBILITIES:

- Actively participates at curriculum meetings.
- To assist in developing long-and short-range curriculum goals and objectives.
- To evaluate the curriculum and make recommendations for program improvement.
- To assist in the preparation of courses of study and curriculum guides.
- To facilitate the updating and revision of curriculum guides.
- To assist in the planning/providing of in-service activities and professional development.
- To assist in the area of classroom management, evaluation of instruction and modeling of instruction.
- To provide direct support to teachers to improve instruction and increase student achievement on the Virginia Standards of Learning.
- To provide direct instructional support to specialist such as reading, special education, etc.

- To assist in the implementation of instructional programs as designated.
- To attend and participate in professional learning opportunities to include faculty and department meetings
- To assist with orientation of new professional personnel.
- To coordinate activities among team leaders and maintain and update a calendar of events.
- To attend conferences and training related to instructional programs in the absence.
- To serve on committees to review instructional programs in the absence of the director of instructions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.