

NWRPDP REGIONAL TRAINER

Secondary Math

SUMMARY DESCRIPTION

Under the general direction of the Director of the Northwest Regional Professional Development Program, plans, develops, coordinates, implements, and is responsible for various functions in relation to curriculum, instruction and assessment programs in mathematics for grades 6 – 12, with certified teachers and administrators in the six counties included in the Northwest Regional Professional Development Program (NWRPDP). Trainer will work closely with other RPDP Regional Trainers to support professional development in the Northwest Region and will perform all related work as assigned by the director.

EXEMPLARY DUTIES/RESPONSIBILITIES

Based upon research and best practices, plans, organizes, facilitates, monitors, and evaluates professional development programs in the area of secondary mathematics for grades 6 – 12 teachers and administrators for the six districts in the Northwest Region Professional Development region which includes Washoe County School District (WCSD), Churchill County School District (CCSD), Douglas County School District (DCSD), Lyon County School District (LCSD), Carson City School District (CCSD) and Storey County School District (SCSD). Communicates in-depth knowledge of Nevada State and Common Core State Standards relating to the content-area of mathematics; communicates expertise in creating standards-based lessons; provides on-site support to teachers in the Northwest Region; provides enrichment workshops for teachers in various content areas; especially 6 – 12 mathematics, including but not limited to, writing across the curriculum, content-area literacy strategies, assessments, differentiated instruction, academic interventions, and integrated instruction; culturally relevant pedagogical practices; provides coaching and resource support for classroom teachers in these areas; reviews professional journals and publications, and disseminates content to appropriate staff; organizes, facilitates, and monitors special workshops for staff in the six districts; serves as a resource to classroom teachers, aides, assistants, principals and parents in the development and integration of best practices in 6 – 12 mathematics education; develops plans to evaluate the effectiveness of professional development programs and instructional tools and materials; develops budgets for NWRPDP secondary mathematics programs with colleagues; attends conferences in mathematics and professional development; provides support to local professional organizations and activities they sponsor which support and enhance the instructional program.

EMPLOYMENT STANDARDS

Education/Experience: Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

1. Education: Master's degree from an accredited college or university with major coursework in mathematics, curriculum or a related field or a Masters' Degree in progress;

AND

2. Experience: Five (5) years of professional teaching experience, preferably at the secondary level. Candidate must have demonstrated evidence of leadership and involvement in the improvement of instruction, preferably in the area of mathematics and technology.

Knowledge of: Basic techniques for organizing programs, activities, and work schedules; the needs and concerns of students, teachers, administrators, and parents in the area of Common Core State Standards – Mathematics; the most current research in secondary content and writing; elements of the student learning facilitator program (SLF), technology in the classroom including but not limited to Promethean and Smart Boards, etc... and implications for classroom instruction; district curricula as they relate to all subject areas, including philosophy, methods, resources, testing, and publications; effective teaching practices K – 12; learning styles; principles of effective management, staff supervision and administration; collaborative decision-making.

Skill at: Preparing and delivering presentations and instruction to adult audiences; interacting and developing positive relations with staff, teachers, administrators, parents, and community members as appropriate; communicating effectively both orally and in writing; establishing and maintaining effective working relationships with those contacted in the course of work, including those at site, district and state levels; working with people, including staff, supervisors and administration; developing plans to evaluate the effectiveness of professional development programs and instructional tools and materials; collaborative decision-making; conducting in-services and workshops.

Licenses/Certificates: Possession of, or ability to obtain, a valid State of Nevada driver license with a driving record acceptable to the District; possession of a valid Nevada teaching certificate with an endorsement in Secondary Mathematics.

Special Considerations: Must be able and willing to travel within the six counties of the Northwest RPD Region. Overnight travel required on a limited basis.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THEIR SUPERVISOR.