

**Elementary School District 159  
Job Description**

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**TITLE: K-8 Math Specialist**

**DEPARTMENT: Student Services**

**EFFECTIVE DATE: Immediately**

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**POSITION SUMMARY**

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To create a flexible middle school math intervention and/or enrichment program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide effective teaching instruction, generate adequate student growth as displayed by student and state assessments, and provide a good foundation for students in accordance with each pupil's ability in alignment to the Common Core State Standards (CCSS); to establish good relationship with parents and other staff members.

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**ORGANIZATIONAL RELATIONSHIPS**

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**Reports to: Building Principal and Dir. of Student Services**

**Supervises: Classroom, students, volunteers**

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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- Teaches and follows the district approved curriculum, instructional software and instructional pacing guides
- Ability to provide instruction through digital literacy platforms (Google slides, classroom, docs, and assessments, etc.)
- Develops and submits (typed) weekly lesson plans in alignment to the district's instructional material and principal's expectations; provides individualized, small group and differentiated instruction and work stations to adapt the curriculum to the needs of each student.
- Establishes positive learning expectation standards for all students and evaluates students' progress while maintaining current and accurate records of their achievements and areas that require growth.
- Implements instructional methods including but not limited to applying contemporary principles of learning theory and teaching methodology while drawing from the provided instructional materials; participate in the development and implementation of new teaching techniques and provide bulletin board and interest areas reflective of students' current work.
- Exhibits and applies knowledge of the curriculum content related to the subject areas and instructional level.
- Participates in programs to improve student attendance

*Updated 3/26/2026*

- Establishes and maintains reasonable rules of conduct within all parts of the school and its outer areas
- Evaluates, maintains and keeps accurate records of students' academic, attendance, social growth, and progress reports.
- Assesses the learning of the students on a regular basis and provides evidence of mastery/growth.
- Incorporates the use of technology in teaching and learning at a level of proficiency; provides students with multiple tasks that require them to use varied levels of technology and computer programs.
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere
- Identifies students' needs and makes appropriate referrals and develops strategies for individual education plans (IEPs).
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.; all information is kept in an organized log for legal documentation.
- Is available to students and parents for education-related purposes outside the instructional day (before/after)
- Creates an environment for learning through functional and attractive displays, interest centers and exhibits of students' work.
- Attends district and outside professional learning; displays/shares knowledge of the learned content to the principal and colleagues
- Attends weekly school, grade level/team meetings
- Ability/willing to perform other duties as assigned to support student achievement
- Aggregate and analyze data, mentor and collaborate with teachers, diagnose instructional needs and identify research-based instructional strategies
- Have planned data conversations with teachers, principals and Assistant Superintendent Teaching, Learning, and Accountability using district and state assessments
- Meet regularly with building principals to discuss building needs/concerns in the area of Mathematics in alignment to school and district initiatives
- Develop and conduct parent workshops in the area of Mathematics
- Other duties related to the comprehensive development of the district's math program
- Meet monthly with the Reading and Math Interventionist
- Positive attitude and professional at all times
- Minimum of 95% attendance rate; timely daily arrival

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## QUALIFICATIONS

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The qualifications listed below are representative of the knowledge, skill and/or ability that must be met by an employee to successfully perform the essential functions of this job.

- 5 years teaching experience with proficient or higher rating
- 2 years of experience as a Math teacher with proficient or higher rating (preferred)
- Explicit knowledge of Common Core State Standards
- Knowledge of IAR expectations
- Ability to analyze cross sections of data

*Updated 3/26/2026*

- Knowledge and experience with current "best practices" in Mathematics
- Proficient in Google
- Attention to detail and ability to multi-task
- Ability to work well with other (team player at all times)
- Ability to travel in between school buildings and district office
- Ability to respond with flexibility to demands and requirements of the teachers, principals and Assistant Superintendent of Teaching, Learning, and Accountability
- Excellent organizational skills
- Ability to effectively prioritize multiple tasks and meet deadlines required
- Outstanding written and verbal communication skills required
- Strategies and “best practice” to improve mathematics and the reading/writing connections in alignment to Common Core State Standards
- Knowledge of differentiated instructional practices and instructional software to support instruction
- Knowledge of commonly used math assessments/practices
- Ability to interpret/present student assessment data
- Excellent written and oral communication skills using Standard English
- Daily access to a reliable car is required.

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## **EDUCATION AND EXPERIENCE**

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- Appropriate Illinois State Board of Education (ISBE) certifications.
- Master's degree in Mathematics (preferred) with a grade 5-8 math endorsement
- Successful experience in teaching mathematics to students in grades K-8

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## **WORK ENVIRONMENT AND CONDITIONS**

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Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand and talk or hear and sometimes walk and sit.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
- Noise level is moderate to loud.

### **TERM OF EMPLOYMENT:**

10 month position

Union based (Collective Bargaining Agreement)

### **EVALUATION:**

*Updated 3/26/2026*

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

*Elementary School District 159 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.