



POSITION: Elementary Math Coach

REPORTS TO: School Principal

CONTRACT DAYS:

FLSA Status:

Summary:

The Elementary Math Coach is dedicated to helping both students and teachers succeed in mathematics by working with teachers to strengthen instruction across the school. This role uses student data to guide lesson planning and provide feedback that strengthens Tier 1 instruction. It also facilitates math-focused PLCs and professional development, supports MTSS processes, and ensures alignment to state standards and district curriculum. The position is non-evaluative and focused on building teacher capacity and improving student outcomes in mathematics.

Essential Duties and Responsibilities:

- Analyzes class and grade level data in mathematics at assigned elementary school for the purpose of sharing information with teachers and making informed decisions relative to instructional practices.
- Assesses skills and needs (both initially and ongoing) of teachers for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains in value added scores in mathematics.
- Assesses and Instructs individual and small groups of students for the purpose of improving mathematics achievement levels.
- Leads and participates in on-going and job-embedded professional development (e.g. meetings, workshops, training, and seminars) for the purpose of conveying and/or gathering information related to math content knowledge, pedagogy, and coaching. Has a deep desire to develop their own expertise and content knowledge.
- Maintains a variety of manual and electronic files and/or records (e.g. TCAP data, student records, other data regarding math proficiency etc.) for the purpose of determining success of math coaching on student achievement.
- Mentors and coaches peer teachers for the purpose of improving mathematics instruction and building capacity to teach in elementary teachers. Facilitates group discussion in Professional Learning Communities (PLCs) and analyzes situations to define issues and draw conclusions.
- Uses a variety of written materials (e.g. lesson plans, pacing guides, scope and sequence guides, classroom materials, reports, etc.) for the purpose of modeling best practices in math instruction, documenting activities, providing written reference, and/or conveying information.
- Prepares lesson plans, in collaboration with teachers, related to mathematics at the elementary level for the purposes of differentiating instruction and adhering to scope and sequence guides and district curriculum.
- Works collaboratively with other school math coaches within the FSSD

Education and/or Experience:

- Masters degree in elementary education with a math emphasis or its equivalence.
- Coaching training is preferred but not required.
- Proven track record of excellent math instruction in the elementary grades.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of assessment data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to analyze information and use logic to address work related issues and problems. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to quickly assess employee, departmental and administrative needs and provide timely feedback.

Other Skills and Abilities:

- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, parents and the school community. Ability to speak clearly and concisely both in oral and written communication.
- Ability to organize and implement a flexible work schedule in order to meet reporting deadlines.
- Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance with scheduled deadlines. The position requires meeting deadlines, and interacting with teachers, administrators, parents, and community members.
- Excellent communication and technology skills are required.

Physical Demands:

The 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.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally the position requires the employee to work irregular or extended hours.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

TERMS OF EMPLOYMENT:

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.