

FAYETTE COUNTY PUBLIC SCHOOLS

K-5 Instructional Content Coach - Mathematics Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

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| WORK LOCATION: | Assigned Schools |
| REPORTS TO: | Coordinator of Mathematics |
| SALARY: | Salary based on Fayette County Public School System Educator Salary Scale adjusted for days worked. |

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| FLSA STATUS: | Exempt |
| WORK CALENDAR: | 200 Days |
| APPROVED (Board): | October 2004 |
| REVISED: | December 2024; May 2024; September 2022; March 2022; August 2019; Oct 2019; Sept 2019; February 2018 |

SUMMARY: Provide high quality instructional support to teachers to maximize effective instruction through the provision of resources, professional learning opportunities, collaborative planning and model teaching; provide instructional support training to parents in an effort to enhance school-to-home collaboration

ESSENTIAL FUNCTIONS:

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| 1. Demonstrate prompt and regular attendance |
| 2. Provide professional learning opportunities in mathematics for teachers |
| 3. Provide feedback and support and seek ways to enhance teachers' mathematics instructional skill set |
| 4. Model effective mathematics instruction for teachers |
| 5. Assist teachers in preparing lesson plans, instructional aids, and supplemental teaching materials |
| 6. Provide professional development for teachers in preparing lesson plans, instructional aids, and supplemental teaching materials |
| 7. Provide professional development for teachers and leaders on effective monitoring, assessment, and grading practices |
| 8. Provide overall instructional and technical assistance to new teachers |
| 9. Attend professional learning sessions and/or required conferences |
| 10. Perform other duties as assigned and allowable by intended program |

REQUIRED QUALIFICATIONS:

Valid Professional Standards Commission approved certificate in elementary education or middle grades mathematics at level SRT-5 or above

Valid Professional Standards Commission approved subject-specific endorsements, as required

Highly qualified status in assigned core instructional/subject field in accordance with Georgia Professional Standards Commission requirements (if applicable)

Experience teaching mathematics.

Experience creating presentations and conducting professional learning sessions

Evidence of organized work habits

Evidence of awareness and understanding of current best practices related to the provision of instruction in mathematics

Evidence of excellent oral and written communication skills

Proficiency in the use of generally recognized instructional and administrative computer applications

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience working with students enrolled in the Early Intervention Program (EIP), Extended Year Program (EYP), Remedial Education Program (REP) or other programs that offer intervention to students.

Prior service as a lead teacher or curriculum contact person.

Recognition received for accomplishment in content area.

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employees will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.