

Gahanna-Jefferson School District Position Description

Position Title:	Math Specialist
Reports To:	Math Curriculum Coordinator
FLSA Status:	Exempt
Revision Date:	February 13, 2024

SUMMARY: Teaches mathematics to students with various readiness levels in Tier II and III instruction; is responsible for planning, implementing and coordinating instruction, evaluating student progress, and communicating with school staff and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Exemplifies a passion for mathematics instruction and pedagogy.
- Creates a learning environment that enhances students' positive math identities and confidence as mathematicians.
- Provides high-quality mathematics instruction inside and outside of the classroom to individual and small groups of students in Tier II and Tier III support.
- Administers assessments related to identifying student needs and ongoing progress.
- Collaborates with teachers, administration and families to assist with identifying students for placement in individual and small group support.
- Communicates with school teams and families regarding student progress and participates in next step decisions.
- Utilizes research-based instructional practices, assessments, resources and materials.
- Stays informed about current educational research and best practices in math instruction.
- Creates and maintains digital record keeping, organization and communication.
- Manages math support materials.
- Provides input for program development.
- Exhibits strong organizational, collaboration and interpersonal skills.
- Other duties as assigned by supervisor.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- Minimum of a Bachelor's Degree in Education required.
- Participation in learning specific to math instruction with a focus on math learning progressions.
- Proven experience with planning and implementing effective math interventions and/or differentiation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Ohio teaching certificate.

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, professional correspondence and procedural manuals.
- Ability to effectively present information and respond to questions verbally or in writing; effective oral and written communication skills.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to interpret and apply knowledge of current research and theory in the field of education.
- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

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.

While performing the duties of this job, the employee will regularly sit, walk and stand. Specific vision/hearing abilities required by this job include close vision and strong listening skills.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is directly responsible for the safety and well-being of students.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

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.