



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Elementary Mathematics Specialist

Job Summary:

The Elementary Mathematics Specialist is responsible for leadership, support, coaching, and professional learning focused on sustained implementation of instructional strategies, interventions and programs designed to improve student outcomes in mathematics. This position will design and deliver professional learning, in a variety of settings, to improve instructional performance in mathematics at elementary grade levels aligned with Multi-tiered Systems of Support (MTSS). This position will assist educators in analyzing student assessment, achievement scores as well as modeling innovative technology strategies. This position will work in cooperation with the K – 12 Math Specialist with coordinated efforts and a team approach. They will utilize continuous improvement goals as well as using data tools to engage districts in discussions around improving mathematics instruction through identified strategies.

Essential Duties (May include, but not limited to):

1. Provides leadership and direction in elementary mathematics curriculum, instruction, and assessment for the county.
2. Actively communicates with countywide elementary mathematics instructors to keep them updated with the current instructional practices and curriculum.
3. Facilitates an ongoing elementary countywide math leaders' network, with consistent communication on resources, technology, MDE updates as well as collective projects and initiatives to increase math outcomes.
4. Maintains and stays updated on math standards along with district-adopted curriculum, assessments and instruction practices, strengths, and challenges.
5. Understands and models Differentiated Instruction and Multi-tiered Systems of Support (MTSS) practices in math specific to elementary.
6. Models and helps teachers to implement effective Tier I strategies.
7. Assists in identifying and/or establishing Tier II and III interventions to ensure a system of support for students in math both inside and outside the classroom.
8. Provides professional learning, based on district feedback and needs, utilizing MTSS, Math Essentials as well as the most current information and latest research on best practices as it relates to student assessment and grading in math.

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Essential Duties continued:

9. Communicates and clearly identifies student instructional needs through the analysis of math test results to district and constituent school district staff.
10. Provides support to districts which could include modeling, coaching and lesson planning.
11. Maintains confidential information on student achievement, as well as initiating reports to compile data that identify areas for improvement.
12. Serves in a leadership capacity on the Countywide Professional Learning Planning Team, at Principal and Curriculum Director meetings, and attends other countywide committees as appropriate.
13. Works to implement, monitor and identify math grants to support increased math outcomes for Genesee County.
14. Works cooperatively and in collaboration with other Math Specialists as well as other content coordinators to create/complete projects, provide professional development and integrate content for the purpose of supporting local district needs.
15. Uses current technology to create and post video casts, host webinars and connect with educators virtually.
16. Identifies and understands the various data tools that districts are using (Munetrix, SchoolsOpen, Synergy, etc.) and supports the analysis and interpretation of current math assessments, interventions, and reports.
17. Posts updated math resources for teachers on the website along with using current social media to communicate with county teachers and administrators.
18. Understands the continuous improvement process, MICIP and effective math strategies through the MICIP strategy bank.
19. Demonstrates an understanding of the needs of all learners and learning styles, including the at-risk, special education and gifted learners, as well as strategies to best meet their needs in the area of math.
20. Serves as a member of the Office of Education and Learning instructional planning team.
21. Participates and attends countywide, regional, and statewide math meetings.
22. Consistently models Win-Win leadership.

Other Duties:

1. Represents the district on local, state, and national mathematics planning committees.
2. Communicates with other educational and non-educational institution representatives in the community on the assessment and evaluation of mathematics.
3. Collaborates with institutions of higher education, business, and industry representatives to facilitate mathematics instructional strategies.
4. Performs other related duties as assigned.

Qualifications:

Education:

Bachelor's degree and valid Michigan teacher certificate in mathematics required. Master's degree in mathematics, curriculum development, educational leadership, or related field required. Graduate credit beyond the master's degree in research, curriculum design, program planning and evaluation of mathematics programs preferred.

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Experience:

Five years of successful teaching or equivalent work experience required. Recent elementary mathematics teaching experience and/or mathematics department head/coordinator experience in elementary education preferred. Experience analyzing Michigan's mathematics assessment systems (MSTEP, PSAT, SAT) or similar math assessment test results and developing instructional strategies to improve student performance required. Experience with using the Michigan Mathematics Standards and Benchmarks required. School improvement planning experience preferred.

Skills/Other:

Demonstrated dynamic written, oral and presentation skills required. Understands learning and classrooms and can communicate that understanding to teachers, parents, administrators, and the community. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Ability to relate effectively with others through oral and written communication. Strong teamwork, interpersonal communication, and problem-solving skills. Discretion with confidential information. Ability to maintain a poised and professional image at all times. Demonstrated effective use of appropriate software and peripheral applications. Ability to utilize district technology and works to maintain proficiency, as required skills sets change with technology and the needs of the district. Punctuality and good attendance are requirements for the position. Ability to travel to and from the intermediate school district and the constituent school districts in the service area. Ability to work a flexible workday, work week, and work year. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines.

Special Job Considerations:

Certification: Required

Type of Certification: Teacher

Bargaining Unit: None

Salary Schedule: Program Facilitator

Immediate Supervisor: Assistant Superintendent for Education and Learning

Supervision: None

Date: June 19, 1998; July 1, 1999; April 11, 2001; September 25, 2018; November 30, 2018; June 22, 2022, August 6, 2025

Approved: TLH:kv



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