

**JOB TITLE: Elementary Coordinator for Math and Science**

**DEPARTMENT: Teaching, Learning, and Accountability**

**REPORTS TO: Executive Director of Teaching, Learning, and Accountability**

**FLSA STATUS: Exempt**

**SALARY GRADE:**

**REVIEW DATE:**

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**Note: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.**

**POSITION SUMMARY** *(Primary purpose of job, why the job exists at Parkway)*

The Parkway School District's coordinator for elementary Math and Science plays a critical role in advancing the district's commitment to providing high-quality education for all students. The coordinator is responsible for curriculum development, professional learning, and support of instructional practices in all areas under their purview in addition to all relevant administrative responsibilities. This position is also responsible for elementary math intervention.

**SPHERE AND SCOPE OF INFLUENCE** *(Supervisory scope, district impact, and budgetary responsibility)*

The successful candidate will provide leadership and supervision for the Elementary School Math and Science programs, including math intervention services, across Parkway 19 elementary school buildings. The position supervises the Math Support Specialist team. Additionally, the individual in this role is a contributing member to Parkway's comprehensive K-12 curriculum and instructional team.

**ESSENTIAL DUTIES** *(Major duties which the position exists to perform)*

1. Development and maintenance of curriculum and assessments that reflect national, state, and local standards.
2. Program evaluation, data analysis, and production of all written curriculum documents.
3. Leading adoption and implementation of instructional materials.
4. Ensuring compliance with applicable state and federal legislation.
5. Manage the district responsibilities of Instructional Coaches and Math Support Specialists, providing coaching as needed, to ensure high-quality learning experiences are delivered for educators and students in 19 elementary schools.
6. Support the development and implementation of a multi-tiered system of supports (MTSS).
7. Collaborate with both teaching and learning and building team members to implement Parkway's strategic plan as it relates to relevant content areas.
8. Co-Lead the Parkway Instructional Coach team in the creation and delivery of engaging workshops, seminars, and training sessions to support curriculum implementation.
9. Utilize high-quality adult learning and collaboration practices among various instructional leadership teams, including administrators, instructional coaches, and intervention specialists.
10. Develop and maintain strong partnerships with educators, school administrators, and stakeholders to identify achievement trends and tailor professional development and curriculum initiatives to address specific needs, ensuring alignment with Parkway objectives.
11. Create and deliver ongoing professional development for administrators, educators, and instructional leaders.
12. Provide ongoing support to Parkway educators through personalized coaching and mentoring, fostering a collaborative learning environment that empowers teachers to implement effective instructional strategies with confidence.
13. Communicate regularly with the Executive Director team to inform leaders of student achievement trends, curricular needs, and ongoing strategic plans.
14. Evaluate elementary team personnel as assigned.
15. Other duties as assigned by the Executive Director of Teaching, Learning, and Accountability.

**QUALIFICATION REQUIREMENTS** *(Minimum educational requirements, licenses, skills, and months/years of on-the-job experience required)*

PARKWAY SCHOOL DISTRICT

- Valid Missouri DESE elementary, elementary math specialist, or administrative certification required
- Master’s Degree in Educational Leadership or Administration preferred
- Strong leadership, communication, and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders
- Experience in data analysis, program evaluation, and strategic planning to drive continuous improvement
- Commitment to equity, diversity, and inclusion in education, with a passion for ensuring all students have access to high-quality educational experiences
- School or district administrative experience preferred

**PHYSICAL DEMANDS**

Able to move in and around to district buildings and campus locations, as well as off-site industry and community-based partner sites

**MENTAL DEMANDS**

Ability to maintain confidentiality; communicate clearly both orally and in writing  
Ability to make oral presentations before large groups of people

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.*

**Signatures:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Chief Human Resources Officer**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Director of Human Resources**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Director/Manager**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee**