Rockdale County Public Schools
Employee Job Description

TITLE: SECONDARY MATHEMATICS COACH

Job Information:

Division:	Office of Teaching and Learning	**Job Code:**	135
Department / Office:	Curriculum and Instruction	**Pay Grade:**	T 4-7
Terms of Employment:	Position works 200 Days	**Salary Scale:**	Certified
Original Adoption Date:	January 10, 2022	**Revised Date:**	September 3, 2026
FLSA:	Non-Exempt	**Location:**	Central Office
Retirement:	TRS		

REPORTS TO: Mathematics Coordinator

SUPERVISORY DUTIES: NO

JOB GOAL:
Collaborate with teachers and school administrators to improve student achievement in mathematics.

JOB QUALIFICATIONS / REQUIREMENTS:

- Valid Georgia Teaching Certificate in Grades 6-12 Mathematics.
- Bachelor's Degree in Secondary Mathematics Education (Master's preferred).
- Must have five or more years of successful classroom mathematics teaching, preferably with experience teaching at both the middle school and high school levels.
- Experience in guiding, designing, and facilitating professional learning and coaching adult learners.
- Must have knowledge of "teacher as coach" practices (e.g., model lessons, observations, communication skills).
- Must demonstrate authentic experience with academic content knowledge, pedagogy, professional learning, and school improvement.
- Must have a proven record of working well with school system personnel, students, and parents.
- Person of integrity, excellent character, and good reputation.
- In-depth knowledge of Georgia's K-12 Mathematics Standards and associated units of instruction for middle and high school.
- In-depth knowledge of vertical connections and learning progressions between middle grades and high school mathematics standards.
- In-depth knowledge of assessment and lesson design.
- General knowledge of serving special populations of learners in mathematics.

- Excellent communication and interpersonal skills.
- Excellent organizational skills to successfully manage multiple tasks, projects, and responsibilities.
- Up-to-date knowledge and skills of how to use technological tools that assists in the instructional process
- Effective oral and written communication skills.

JOB DUTIES:

- Is present at work every day and arrives at assigned time.
- Demonstrates an attitude and demeanor that contributes to an atmosphere of harmony and goodwill in the workplace.
- Interacts in a professional manner with students, staff, and school/district leaders.
- Serves as a secondary math specialist to assist in the development and implementation of schools' instructional plans that align with district goals and curriculum.
- Collaborate with the math coordinator and other mathematics coaches to develop all RCPS mathematics curriculum documents, including unit planners, curriculum maps, suggested pacing calendars, common district-wide tasks, and unit assessments, and ensure their accuracy and effectiveness related to mathematics.
- Work with mathematics coordinator and school administrator(s) to design and provide professional learning focused on improving alignment and delivery of the written, taught, and tested curriculum to increase student achievement and close gaps in mathematics achievement.
- Collaborate with math coordinator, school administrator(s), and teachers to constantly refine the implementation of the Georgia's K-12 Mathematics Standards through job-embedded teacher-led professional learning communities that include: a common framework for instruction, RCPS unit planners, and other curriculum documents, the language of the standards, performance tasks, analyzing student work, planning for differentiated instruction, implementation of research-based instructional strategies, development of common formative and summative assessments and teacher/student rubrics, development of performance tasks that reflect higher order thinking skills, analysis of student data to surface instructional needs, and identify research-based instructional strategies to meet those needs.
- Provide individual and/or group instructional coaching and mentoring to teachers to ensure equity and excellence of student learning across classrooms, both within a school and across schools, via job-embedded professional learning by collaboratively planning to model and/or co-teach standards-based lessons that are engaging, problem-, inquiry-, or performance task-based, and promote the higher-level thinking skills required in today’s world.
- Conduct teacher observation and/or walk-throughs and provide timely feedback that facilitates teacher reflection and growth.
- Analyzes student data and diagnose instructional needs to identify strategies to close achievement gaps.
- Complies with all requirements for mandatory reporting of child abuse, illegal harassment, or any criminal activity for which the employee becomes aware.
- Participate in school and district-level professional learning, educational meetings, and conferences, and provide requested school-level professional development.
- Provide ongoing feedback and support to school administration and mathematics coordinator to support the school and district goals and strategic plans.
- Assist in the collection, analysis of, and response to school and district data.
- Assist with the implementation of school and district initiatives.
- Is present at work every day and arrives at the assigned time.
- Demonstrates an attitude and demeanor that contribute to an atmosphere of harmony and goodwill in the workplace.
- Passion for and willingness to continue to learn more about K-12 mathematics content, pedagogy, and technology.

- The ability to be flexible, open, and willing to implement new ideas.
- The ability to organize and prioritize responsibilities, projects, and tasks.
- The ability to work with and contribute to a team.
- The ability to seek resources and solutions to effectively solve problems.
- Maintains a system of accountability through accurate record keeping and communication with administrators, math coordinator, and teachers.
- Must be able to collaborate effectively with District and school personnel and the general public and work with diverse groups of people.
- Attends approved training sessions, staff development activities, and required meetings.
- Complies with all requirements for mandatory reporting of child abuse, illegal harassment, or any criminal activity for which the employee becomes aware.
- Performs other duties as assigned.

EVALUATION: Performance in this position is evaluated in accordance with the personnel policy on certified evaluations.

I have read and understand my job description and duties that I must perform in this job.

Employee Signature:_____ **Date:**_____

Evaluation Pairing: Yes