

Shelton Public Schools

MATH SPECIALIST

Job Summary: The general responsibility of the Math Specialist is to use researched based, math instructional best practices to provide direct instruction to students and/or support to teachers, tutors, and the math program in general. The position is collegial, not supervisory.

Reporting Relationship:

Math Specialists will work closely with the Assistant Director of STEM Education & Data Management in the implementation of the district's curriculum, assessments, balanced math program, and the goals of the District Improvement Plan.

Math Specialists will report to and be evaluated by the Assistant Director of STEM Education & Data Management. The building Principal shall provide meaningful input. The Assistant Director of STEM Education & Data Management shall provide direction to maintain consistency of services throughout the district.

General Statement of Responsibilities:

The Math Specialist will assist teachers and administrators with implementation of the mathematics curriculum. He/she will demonstrate and model best practices in instruction, classroom management and assessment, serving as an advisor and coach to teachers. In addition, the Math Specialist will take leadership roles in the areas of curriculum and professional development.

Qualification Requirements:

This position requires an extensive background in mathematics research and instructional practices. The specialist must have the ability to communicate effectively using a variety of media, demonstrate a willingness to lead by learning, organize and maintain records, manage time and resources effectively and efficiently, analyze effectiveness of teaching and develop curriculum documents. The specialist must be able to provide professional development in a variety of formats, including follow-up support. The math specialist must have knowledge of teaching and learning standards and understanding of national trends in mathematics education and mathematics assessments (e.g., NCTM, NAEP, TIMSS). In addition, candidates should possess the ability to deal effectively with students, principals and parents as well as the ability to prepare resource materials and program support materials. The specialist should possess good oral and written communication skills and should support learning environments that exhibit high expectations and academic rigor for all students.

Education and/or Experience:

- Extensive experience as a math instructor, math curriculum specialist or supervisor;
- Knowledge of the Connecticut student assessment system and the Common Core State Standards for Mathematics
- Knowledge of content literacy in mathematics.
- Understanding of SRBI, including the strengthening of Tier I, II and III instruction and the identification of appropriate early intervention strategies to support numeracy;
- Understanding of Data Team process and data analysis.

Certificates, Licenses, Registrations:

- Teacher certification with a minimum of 5 years relevant teaching experience;
- Hold Connecticut certification in elementary education; Master's degree preferred
- Strong subject knowledge in the areas of Mathematics
- Possess excellent verbal and written communication skills
- Possess strong interpersonal and leadership skills
- Facility with the use of technology and related software
- Demonstrate commitment to lifelong learning

Major Responsibilities:

- Demonstrating excellence in teaching by modeling effective classroom instructional strategies consistent with current research.
- Determining own daily schedule based on identified needs.
- Collaborate with teachers, building administration, curriculum leaders and/or department chairs in the planning and evaluation of math instruction.
- Plan, implement and evaluate professional development in mathematics in collaboration with building administration and/or Department Chairs & Curriculum Leaders.
- Participate in the collaborative development and implementation of resources to support mathematics instruction, including grade level exemplars and anchors sets of student work to address effective and common grading practices.
- Provide leadership in the development, implementation, modification and evaluation of the district mathematics curriculum aligned to the Common Core State Standards in collaboration with building administration and/or Department Chairs & Curriculum Leaders.
- Provide effective communication and training on mathematics instruction to staff, parents, community groups.
- Assist administrative staff in interpreting data and designing approaches to improve performance.
- Provide coordination in mathematics between schools to ensure system-wide continuity.
- Performing additional duties as determined by the Superintendent or his/her designee.

Work Year:

Work year includes teacher work year per SEA contract plus three additional days as determined and scheduled by the Assistant Director of STEM and/or building principal. Compensation at teacher's contractual per Diem rate.

Revised 10/2012 – formerly Instructional Coach