



Job Title: Coordinator, Secondary Math (Title II) **Exemption Status/Test:** Exempt/Administrative

Reports to: Secondary Director of Integrated Literacy Studies **Date Revised:** 06/2022

Dept./School: Teaching & Learning Development

Primary Purpose:

Coordinate the district secondary Math programming including the implementation of curriculum and professional development and coaching of teachers and campus leaders. Provide curriculum, assessments, professional development, instructional planning support, and course material selection guidance in math related courses. Ensure that all secondary math programming is aligned to district goals and centered on student success.

Education/Certification:

- Master's degree in education or subject-related field
- Valid Texas Teacher Certification

Experience:

- Minimum of three (3) years of teaching experience in STAAR/EOC math classroom
- Experience in curriculum writing
- Experience coaching teachers, preferred
- Experience developing and implementing content-specific professional development, preferred

Special Knowledge/Skills/Abilities:

- Proven evidence of success as a STAAR/EOC mathematics teacher
- Demonstrated ability to design and lead the development of an effective, integrated curriculum
- Extensive understanding of the STAAR test, including upcoming redesign
- Demonstrated in-depth understanding of the math TEKS, with a focus on designing effective curriculum and assessments that directly align with those standards
- Experience coaching teachers
- Demonstrated ability to integrate 21st-century skills and technology into student learning experiences
- Ability to successfully provide instructional leadership, organization, communication, and management of the district math initiatives and programs.
- Demonstrated success in student achievement as measured by data analysis of assessment results for curriculum and instructional design
- Highly proficient in verbal and written language
- Demonstrated interpersonal and collaborative skills for creating and adding value in a high stake, fast-paced environment

Major Responsibilities and Duties:

1. Ability to provide leadership and vision district-wide for 6-12 math instructional, curricular, and professional development initiatives with a student outcomes focus.

2. Administer assigned budgets and ensure that programs are cost effective and funds are managed prudently.
3. Direct supervision and evaluation of programs.
4. Knowledge of district needs and goals pertaining to curriculum, instruction, training and resources, and current national research on math programs/initiatives.
5. Develop, coordinate, and oversee district events to promote the attainment of district goals and the implementation of district initiatives.
6. Analyzes and uses data to identify needs and to evaluate, improve, and report on program effectiveness.
7. Communicate the goals, plans, and progress of the district math program.
8. Establish strong working relationships with district staff, parents, and the community.
9. Communicate and promote reading and writing activities to staff, parents, and the community.
10. Other duties as assigned.

Supervisory Responsibilities:

Oversee curriculum development, implementation, professional development, and teacher coaching in secondary math.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____