

SCHOOL DISTRICT OF LEVY COUNTY

TSA-DISTRICT MATH COACH

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Three (3) years successful experience teaching math.
- (3) Certified by the State of Florida in the appropriate area.
- (4) Math Certification
- (5) Satisfactory criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research, data analysis, and best practices related to Math and education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work with parents. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Director of Curriculum

JOB GOAL

To assist and support schools and classroom teachers in providing a balanced and effective Math program for all students, particularly low performing students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Coordinate the development of curriculum maps and plans based on state curriculum requirements, student profiles and instructional priorities.
- *(2) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
- *(3) Assist math instructors in developing or selecting instructional activities which foster active involvement in the learning process.

- * (4) Identify, select and modify instructional materials to meet the needs of students with varying backgrounds and academic needs.
- * (5) Assist in assessing changing curricular needs and plans for improvement.
- * (6) Plan and present professional development to teachers.

Administrative/Management

- * (7) Maintain a positive, organized and safe learning environment.
- * (8) Use time effectively.
- * (9) Manage materials and equipment effectively.
- * (10) Enforce school rules, administrative regulations and Board policies.
- * (11) Establish and maintain effective and efficient record keeping procedures and reports.
- * (12) Use technology resources effectively.
- * (13) Assist the schools and district in the compilation of data to evaluate Math programs and assist in identifying appropriate strategies.

Assessment/Evaluation

- * (14) Develop, train teachers, and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- * (15) Analyze and identify Math problems.
- * (16) Interpret data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- * (17) Establish appropriate testing environment and test security.
- * (18) Communicate, in understandable terms, individual student progress to the teachers, student, parents, and professional colleagues who need access to the information.
- * (19) Evaluate the effectiveness of instructional units and teaching strategies.

Intervention/Direct Services

- * (20) Work with and support the classroom teachers in providing a balanced Math program.
- * (21) Assist in implementing and monitoring of the Math curriculum.
- * (22) Assist in Math curriculum revision and development.
- * (23) Assist with the selection of appropriate Math resources related to identified needs at the school sites.
- * (24) Demonstrate knowledge and understanding of Math research-based strategies.
- * (25) Communicate high learning expectations for all students.
- * (26) Demonstrate knowledge of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- * (27) Model appropriate material, technology, and other resources to help meet learning needs of all students.
- * (28) Demonstrate knowledge of appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.

Technology

- * (29) Use technology resources effectively.
- * (30) Explore and evaluate new technologies and their educational impact.
- * (31) Use technology to review student assessment data.
- * (32) Use technology for administrative tasks.

Collaboration

- * (33) Facilitate collaboration among teachers and grade levels at schools across the district.
- * (34) Work closely with district staff to assist in the development and delivery of training.
- * (35) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- * (36) Provide accurate and timely information to teachers and administrators about the Math performance of students.

- *(37) Collaborate with other professionals and parents after recognizing student distress or abuse.
- *(38) Collaborate with peers and other professionals to enhance student learning.
- *(39) Collaborate with the School Leadership Teams and the District Instructional Team to improve student Math literacy.

Staff Development

- *(40) Engage in a continuing improvement of professional skills and knowledge.
- *(41) Update the principal and teachers on the latest trends in the area of Math instruction.
- *(42) Coach teachers in the latest techniques for the prevention and remediation of Math problems.
- *(43) Model effective teaching strategies and techniques.
- *(44) Assist teachers with instructional strategies to improve student performance on state and district Math assessments.
- *(45) Conduct staff development activities to assist teachers in helping students improve Math skills.

Professional Responsibilities

- *(46) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
- *(47) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(48) Maintain confidentiality of student and other professional information.
- *(49) Comply with policies, procedures and programs.
- *(50) Exercise appropriate professional judgment.
- *(51) Support school improvement initiatives.
- *(52) Perform other tasks consistent with the goals and objectives of this position.
- *(53) Demonstrate punctuality, regular attendance, and carrying out assigned duties
- *(54) Shall assume additional responsibilities as assigned by the Superintendent.
- *(55) Ability to work in a constant state of alertness and safe manner.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 10 Lane 8 of the Instructional Salary Schedule

DOE Job Code	Grade Level
64024	Elementary
64025	Middle/Junior
64026	Senior High

Revised Board Approval 04/11/2017