

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Elementary Math Specialist

II. PRIMARY FUNCTION

Assumes responsibility for the implementation of the approved mathematics program within the school, including instructing students and serving as a resource person for the staff.

III. REPORTS TO

Assistant Superintendent for Curriculum and Instruction and/or Designee

IV. QUALIFICATIONS

- Must hold New Jersey certification in elementary education
- Highly qualified in mathematics preferred
- Special education certification preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Provide a program of instruction for students identified for Tier 2 & 3 math intervention
- Assess students for progress monitoring and assist in the diagnosis of strengths and weaknesses in mathematics
- Serve as a member of assigned schools' Student Response Teams
- Consult with classroom teachers and follow-up on student growth
- Maintain records in the data management system
- Analyze assessment results to form instructional decisions
- Confer with teachers and other personnel regarding all elements of the mathematics program, especially student needs for improvement
- Performs such other duties as may be assigned by the Superintendent or designee

Job Description/Section V Math Specialist

APPROVED: April 27, 2015