

**POSITION TITLE:** Instructional Specialist – Mathematics

**QUALIFICATIONS:** Postgraduate Professional License with mathematics endorsement and a minimum of three years of recent successful experience as a supervisor, department head or lead teacher in the subject area. Excellent communications, organizational and public relations skills are required. Must be able to provide leadership and management of mathematics programs to achieve established goals and objectives. Must be able to work in a cooperative manner with a variety of groups, including parents, teachers, administrators and community representatives. Must have a comprehensive understanding of the knowledge, skills and processes of the Virginia Mathematics Standards of Learning and how curriculum may be organized to teach these standards to diverse learners. Must have an understanding of the history of mathematics, including the development and role of mathematics in culture and society. Must have an understanding of major curriculum studies and trends in mathematics. Must understand the use of technology in teaching and learning of mathematics, and the ability to select, adopt, evaluate and use instructional materials and resources. Must have a comprehensive understanding of and ability to use strategies for managing, assessing and monitoring student learning, including diagnosing student problems and how to effectively facilitate the development of these skills in teachers.

**PERFORMANCE EXPECTATIONS:** Supervises the development, implementation and coordination of the Pre K-12 mathematics curriculum and programs. Assists in establishing departmental curriculum objectives and develops a plan for the implementation of the objectives. Provides input in the recruitment, screening, hiring, and training of departmental personnel to include orientation and in-service training programs for new personnel. Assists departmental teachers in the handling of instructional problems and serves as a resource person on curriculum questions. Provides ongoing in-services in various skill areas as to help teachers improve performance. Keeps abreast of the latest mathematics program trends and methodology. Provides a continuous enrichment of supplementary instructional materials. Maintains a log of monthly travel as required. Supplies teachers with catalogs and brochures for the ordering of instructional materials and maintains the budget. Implements and monitors the Algebra Readiness Program, intervention plans and school improvement plans. Assists in the implementation, coordination and evaluation of the extended day program. Assumes the responsibility for ordering and distributing most citywide instructional materials. Makes classroom visitations of department personnel when necessary and provides follow-up consultation. Attends relevant schools, district, and other professional meetings. Meets with department heads citywide to promote interdisciplinary programs and assists in identifying and utilizing community resources for departmental programs. Evaluates the mathematics curriculum on a continuing basis and devises experimental programs designed to improve the curriculum and instructional techniques. Interprets program areas to the public and assists in the collection, review, and submission of all forms and reports, relative to the program area, to state/federal agencies. Maintains a close working relationship with the community, state agencies and area businesses. Establishes area advisory committees as needed. Supervises records of expenditures for program area and assists in obtaining state and federal funds. Coordinates the gathering, selecting, and analysis of data with respect to the program area. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs professional work supervising the math program. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally. Work requires frequent standing, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Director of Curriculum and Instruction

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 123

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt