

<b>Job Title:</b>	Instructional Specialist - Secondary Mathematics
<b>Grade Level/Terms of Employment:</b>	Unified Pay Schedule, Pay Grade 123 / 12 months
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Central Office - Curriculum & Instruction
<b>Immediate Supervisor:</b>	Mathematics Coordinator of Teaching and Learning

### **GENERAL DESCRIPTION:**

The Instructional Specialist, Secondary Mathematics Provides leadership to Richmond Public Schools (RPS) efforts to advance mathematics achievement for all students at the secondary level. The Instructional Specialist assists in developing, reviewing, and revising curriculum and assessments aligned to the Virginia Standards of Learning. The position supports teachers and administrators through professional development, coaching, and providing appropriately aligned resources to foster student academic success through exceptional mathematics instruction.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensures the division provides guidance, resources and leadership to schools and teachers to dramatically increase academic achievement in secondary math;
- Monitors the instructional program for secondary mathematics and provides ongoing support to help teachers improve performance and achieve objectives;
- Supports teachers in ensuring the alignment of their lesson plans and instruction to the appropriate Virginia Standards of Learning and the Curriculum Framework;
- Designs, coordinates and delivers division-wide professional development, classroom embedded professional development, and topic-specific training sessions for secondary mathematics teachers;
- Supervises the development, implementation, and coordination of curriculum and programs in the area of mathematics from 6th - 12th grades;
- Assists in establishing departmental curriculum objectives and implements a plan for the accomplishment of the objectives;
- Works with new teachers to ensure they have materials and competencies necessary for success;
- Observes secondary classroom mathematics instruction regularly and provides follow-up consultation and written, non-evaluative feedback to teachers and administrators;
- Assists in the collection, review, and submission of all required information for local, state and federal reporting;
- Maintains a working relationship with all colleagues;
- Stays informed regarding educational innovations and trends and implements new strategies appropriate for the division's student population based on data;
- Assists in the preparation of the annual mathematics program evaluation and budget as required;
- Maintains clear and accurate budget expenditures in compliance with current division financial accounting procedures and procurement guidelines ;

- Takes initiative and proactively identifies opportunities to strengthen one's team and organization;
- Works well in a fast-paced environment; demonstrates flexibility and adaptability with a sense of urgency and zeal for ensuring every youth in RPS experience success in college, career and civic readiness;
- Models professionalism, engages in reflection, self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues;
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

- Postgraduate Professional License with an endorsement in mathematics
- Recent successful experience as a supervisor, coach or teacher of mathematics;
- Minimum of three years of teaching mathematics at the secondary level.
- Deep understanding of the progression of the knowledge, skills, and processes of education as defined in the Virginia Standards of Learning, specifically for secondary mathematics;
- Deep understanding of what high-quality mathematics instruction entails, including what rigorous mathematics instruction includes;
- Demonstrated knowledge of Virginia's Standards for the Professional Practice of Teachers;
- Demonstrated ability to lead adults to a change in instruction at a system-level, including an understanding of how to translate one's expertise into high-quality mathematics instruction across the division;
- Ability to lead and coach adults towards improved mathematics instruction and student outcomes;
- Must have the ability to coach teachers in meeting the diverse needs of students, including the ability to diagnose and respond to learning gaps through differentiated instruction;
- Ability to analyze data at multiple levels and be able to help school leaders and teachers use these data to improve instruction and ultimately increase academic performance;
- Must have comprehensive knowledge of child and adolescent growth and development, large and small group instructional strategies, and the theory and pedagogy related to secondary mathematics instruction;
- Ability to develop, monitor, and manage academic initiatives to achieve established goals and objectives;
- Ability to work in a cooperative manner with a variety of groups, including division-staff, school principals and teachers.