

Job Title:	Mathematics Intervention Specialist - Secondary
Grade Level/Terms of Employment:	123 / 12 Month (260 Day)
FLSA Status:	Exempt
Work Location:	Academic Programs and Supports
Immediate Supervisor:	Academic Response to Intervention Coordinator

General Description:

The Mathematics Intervention Specialist-Secondary will support the Richmond Public Schools Response To Intervention framework by monitoring and supervising the mathematics intervention program at the middle and high school levels. The selected candidate must possess strong leadership qualities with the ability to perform professional and administrative work, planning, monitoring and supervising mathematics intervention programs, activities and staff.

Essential Duties and Responsibilities:

- Supports the division's RTI Framework for mathematics intervention and remediation and provides training for middle and high school mathematics interventionists and intervention program teachers
- Coaches and provides supplemental materials and resources for teachers providing mathematics intervention
- Keeps abreast of current research, methodologies and programs that support mathematics intervention at the secondary level
- Assists in administration and evaluation of a variety of standardized and informal assessment measures used to progress monitor the division's RTI framework in support of school improvement initiatives
- Implements and monitors systems and procedures to ensure compliance with federal, state and local regulations
- Assists in planning and preparing annual evaluations of programs to support mathematics intervention
- 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 has access to additional support as needed
- Models professionalism, engages in reflection, self-led continuous improvement and seeks out feedback
- Performs other duties as assigned

Qualifications:

Education and Experience

- A qualified candidate holds a postgraduate professional license with an endorsement in mathematics and a minimum of three years of recent successful experience as a supervisor or lead teacher in the subject area.

- An endorsement in administration/supervision (or the ability to obtain such endorsement) preferred

Essential Knowledge, Skills and Abilities

- Able to provide instructional leadership and management of division's mathematics intervention programs across grade levels
- Expansive knowledge of Virginia Standards of Learning and Curriculum Frameworks
Clear knowledge of VA Educator Performance Standards
- Knowledgeable of data analysis, using data to inform instruction and monitor student progress
- Must have an understanding of the knowledge, skills and processes for teaching mathematics at the secondary level
- Must be able to work in a cooperative manner with teachers, administrators, parents and community representatives
- Must have a thorough understanding of the RPS Response to Intervention framework, as well as experience implementing and supporting a multi-tiered system of supports
- Must have successful track record of providing professional development and technical assistance to teachers