

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – MATH ASSISTANT

QUALIFICATIONS

Possession of Elementary Education Certification, Math Certification, or related degree.

SKILL PREPARATION

Ability to deliver prescribed math programs and/or strategies to students in need of math support.

DUTIES AND RESPONSIBILITIES

Be responsible to the assigned Program Specialist for the completion of all assigned duties with accuracy, professionalism, and confidentiality. The K-12 Math Coach will be the liaison between the Math Assistant and administrators.

Implement math programs/strategies as directed by the Program Specialist, classroom teacher and/or K-12 Math Coach.

Deliver drill and practice activities to students to reinforce instruction by the classroom teacher.

Communicate as needed with the Program Specialists, K-12 Math Coach, and classroom teachers and share information that will enable the monitoring of students' progress, establish instructional direction and prescribe learning activities.

Provide data and/or feedback to teachers, counselors, and principals concerning student progress as requested.

Administer assessments as outlined by the immediate supervisor.

Be prompt and spend the allotted time daily with each child or group of children.

Attend staff development sessions and/or workshops as requested.

Attend group meetings related to his/her area of responsibility as requested.

Be flexible in terms of scheduling.

Learn and carry out safety procedures established by the school.

Complete required student progress reports as directed by the immediate supervisor.

Be available to attend meetings with parents as requested by the teachers, Program Specialists, guidance counselors, or principal.

Discharge all other assignments delegated by the Program Specialist.

EVALUATION

Evaluation will be conducted annually by the Building Principal with input from classroom teachers, Program Specialists, and the K-12 Math Coach in the areas of core competencies and position performance.