

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – K-12 MATHEMATICS COACH**

QUALIFICATIONS

Possession of a Level II instructional certificate in mathematics.

Ability to exhibit deep knowledge of curriculum, expertise in instruction, and skill in data analysis.

SKILL PREPARATION

Ability to lead and mentor teacher colleagues and provide them with instructional resources.

Familiarity with standards-based assessments and willingness to design assessments which help teachers monitor student achievement.

Ability to model effective instructional practices for teachers.

Provide personal success in increasing student's academic progress through increased PSSA scores, District or classroom assessments.

DUTIES AND RESPONSIBILITIES

Be responsible to the Assistant Superintendent for the completion of all duties with accuracy, professionalism, and confidentiality.

Serve as a member of the leadership team.

Chair appropriate Curriculum Committees, as assigned, and attend building and Administrative Meetings, as assigned.

Assist in the development of new courses, elimination of obsolete courses, and in improving existing courses to meet changing student and curricular needs.

Coordinate K-12 curriculum alignment to PA academic standards in mathematics.

Analyze local and state assessment results to determine areas of District strength and need among students in each grade level.

Facilitate grade-level and subject meetings to discuss consistent and pervasive curriculum and instructional best practices that produce lessons aligned to the PA Assessment Anchors and Academic Standards.

Ensure that mathematics and elementary teachers have written documentation of curriculum and copies of planned courses and materials.

Monitor instructional effectiveness and student progress utilizing tools and strategies gained through professional development.

Recommend instructional practices and curricular alignment to promote increased student achievement in their subject area.

Provide professional education to classroom teachers through instruction in, and modeling of, best practices to address the specific learning needs of students.

Foster productive instruction and curriculum communication among teachers and administrators without assuming any role in personnel evaluation.

Coordinate the use of equipment and supplies in mathematics.

Assist in preparing budgetary requests for mathematics.

Lead in the evaluation and recommendation of new textbooks to the School Board as needed.

Assist Principals and Assistant Superintendent in keeping teachers informed regarding new developments in curriculum, teaching and the activities of professional organizations.

Upon request, assist with screening applicants and participate in the interviewing process of new staff.

Discharge all other assignments delegated by the Assistant Superintendent.

#### EVALUATION

Evaluation will be conducted annually by the Assistant Superintendent with input from the Building Principals.