ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
MATH SPECIALIST

Immediate Supervisor: Building Principal
Date: March 2008

SUMMARY: The Math Specialist promotes and develops successful math instruction for students. The Math Specialist Is responsible for group and individual instruction of math for students who do not meet, or struggle to meet, the state standards. Monitors student progress and adjusts curriculum to meet students' needs.

The Math Specialist performs related duties in accordance with District policies, federal guidelines and terms of the union contract. You are to maintain a cooperative attitude with students, staff, and parents.

***QUALIFICATIONS*:**

1. Holds an appropriate license and math endorsement from Teacher Standards and Practices Commission in the State of Oregon.
2. 3 years of recent and successful classroom teacher experience.
3. Meets the minimum criteria for Highly Qualified designation.
4. Demonstrates knowledge and understanding of Positive Behavior Support
5.. Demonstrates command of oral and written English language.
6. Knowledge and understanding of the Oregon Standards and a commitment to help students succeed on the Oregon State Assessments.
7. Preferred training and/or experience; or willingness to take course work to increase knowledge and use of the following instructional and management strategies to include:
    - 1.1 Effective Instructional Strategies
    - 1.2 Write to learn
    - 1.3 Problem Solving Strategies
    - 1.4 Concepts and Procedures
    - 1.5 Mathematical Processes
8. Preferred experience in working with children and families who are culturally, linguistically and racially diverse.

SUPERVISORY RESPONSIBILITIES:

Students and paraprofessionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. The competent teacher will:
    1. Implement a variety of assessment instruments to determine instructional needs of students in math.
        - 1.1 Provide pre- and post-assessment data to building principal and program supervision.
    2. Demonstrate knowledge of and ability to use research-based curriculum and principles of effective instruction.
        - 2.1 Organize instruction using learning objectives with clearly defined student outcomes.
        - 2.2 Employs instructional methods and materials which are most appropriate for meeting the math standards.
        - 2.3 Select teaching strategies emphasizing student involvement.
        - 2.4 Monitor student learning and pace instruction accordingly.
        - 2.5 Provide differentiated math instruction to at-risk students.
    3. Develop and maintain a classroom environment that promotes learning and communicate those expectations to all students.

3.1 Monitor and enforce PBS rules for classroom behavior.
3.2 Communicate academic and behavioral expectations to students.
3.3 Provide for the health and safety of students in all instructional settings.

4. Prepare effectively for class.
   4.1 Prepare daily lesson plans.
   4.2 Provide instruction based on district Math standards and individual student needs
5. Communicate grading standards to students and parents.
   5.1 Establish written grading standards that are clear and incorporate a variety of graded activities.
   5.2 Assure that grading standards are explained, understood by the students, and available to parents.
6. Provide documentation of student progress.
   6.1 Maintain appropriate records of student performance.
   6.2 Provide timely and accurate feedback/documentation to students and parents.
   6.3 Assign and check homework and provide feedback, when appropriate.
   6.4 Keep parents and teachers informed through written and oral communication.
7. Develop and maintain positive interpersonal relationships.
   7.1 Model personal behaviors of honesty, fairness, courtesy and consideration.
   7.2 Maintain a cooperative relationship with administration, staff, students, and parents.
   7.3 Communicate effectively with parents, counselors, and students.
   7.4 Communicate effectively with classified, licensed, and administrative staff.
   7.5 Initiate and support activities for parents of participating students.
8. Build motivation and interest in learning.
   8.1 Exhibit personal interest and encourage student interest in the subject area.
9. Maintain an ongoing personal program of professional growth and development.
   9.1 Develop and implement annually an approved plan for professional growth and development.
   9.2 Participate in District sponsored inservice offerings appropriate to assignment.
   9.3 Attend all required training and staff development sessions.
10. Act as instructional leader in the area of Math and literacy
   10.1 Coordinate and develop the remedial Math program, based on curriculum established by the District and state standards.
   10.2 Provide information to teachers about best practices in the area of math and literacy.
   10.3 Assist mainstream teachers in the location and preparation of math materials.
   10.4 Help develop inservices and learning opportunities for teachers and instructional assistants in the area of Math instruction and literacy.
11. Perform other related duties as assigned by the principal and/or superintendent.
   11.1 Perform duties in accordance with District policy and terms set forth in the negotiated agreement.
   11.2 Assist in the enforcement of school and District rules and policies.
   11.3 Assume a share of responsibility for non-classroom student activities with the assigned workday.
   11.4 Implement the Federal funded program within grant guidelines and using procedures identified by the district Federal Programs administrative staff.
   11.5 Complete all program records in an accurate and timely manner.

SALARY: As negotiated in the SHEA agreement.

EVALUATION: In accordance with negotiated SHEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

1. In an eight-hour day the employee may:
    a. Stand/walk 3 – 6 hours
    b. Sit 2 – 4 hours
2. The teacher may occasionally:
    a. Bend/kneel/squat/reach
    b. Climb Stairs or ladders
    c. Use hands for repetitive motions
    d. Lift and hold items to forty pounds

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of this job description.

Employee Signature _____ **Date**_____

Employee Name (Print) _____