



Position Title: Mathematics Learning Specialist
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Head of Middle School & Math Department Chair

Position Purpose:

The ideal candidate will provide learning support and enrichment for students in grades 5 - 12, as well as build teacher capacity and their understanding of instructional best practices. The successful candidate has experience in mathematics and with interpreting psychoeducational evaluations, learning profiles, and accommodations plans. The candidate has expertise in intervention and enrichment strategies for mathematics; a passion for teaching and learning; creativity and a thirst for innovation; enthusiasm for working with students, families, and colleagues; a very high level of energy, creativity, and flexibility; a growth mindset; and a sense of humor.

Essential Functions:

- Provides push-in and/or pull-out intervention or enrichment support to MS students, as needed from year to year.
- Designs, implements, organizes, and manages Summer Academic Institute
- Supports Mathematics Department's Teachers' differentiation techniques via observations, feedback, interventions, and PD opportunities.
- Designs, implements, scores, and analyzes assessments to determine acceleration opportunities.
- Conduct informal assessments and screenings, as needed
- When necessary, teaches an Upper School or Middle School math class. In this role, the candidate will...
 - Collaborates with co-teachers who are teaching the same course to develop daily lesson plans, curricular materials, and assessments.
 - Effectively and/or consistently communicates with students, parents, faculty, and administrators through written notes, documentation, emails, calls, and in-person discussions.
 - Prepares course objectives and outlines the course of study following curriculum guidelines and any school requirements as mentioned in the mission statement.
 - Demonstrates, models, and designs learning experiences that foster 21st century STEM learning skills in students.
 - Demonstrates, models, and designs learning experiences that foster diversity, equity, and inclusion.
 - Integrates technology as an essential and regular component of student learning experiences.
 - Prepares, administers, corrects, and records assessment results in a regular and timely manner.
 - Differentiates instruction to meet the needs of students.
 - Provides students with a variety of formats by which they can demonstrate skill mastery.
 - Provides timely and regular feedback on students' progress toward skill mastery.
 - Teaches rules of conduct and creates a warm and welcoming learning environment.
 - Maintains order and enforces school policies in the classroom and throughout common areas of the campus.
 - Counsels pupils when adjustment and academic problems arise.
 - Discusses pupils' academic and behavioral attitudes and achievements with parents.
 - Keeps daily attendance and records of students' progress.
- Collaborates within the Math Department, with other departments, and with school Psychologists as required or requested.
- Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
- Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor, some of which occur on weekends and evenings.
- Attends, plans, and/or implements professional development programs each year.
- Other Duties Assigned by the Head of Middle School and/or the Mathematics Department Chair.

Qualifications:

- Degree in Special Education or Mathematics with 3-5 years of mathematics teaching experience or Special/Gifted Education teaching experience.

- A clear interest in, knowledge of, and ability to work with students in grades 5 - 12.
- Self-confidence with demonstrated ability to work collaboratively.
- Capable of performing multiple tasks while working on multiple projects simultaneously under “deadline” situations.
- Ability to apply common-sense understanding and to carry out instructions furnished in written or oral form; ability to ascertain which people may need immediate assistance and to act accordingly.
- Working knowledge of 21st century technologies, like interactive whiteboards, class websites and management tools, presentation tools, etc.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Ability to communicate effectively with all constituents in a school environment.

Physical Requirements and Work Environment

- Regularly use close and distance vision.
- Able to move around a classroom and other school environments.
- Must be able to work effectively in a demanding environment where deadlines, unexpected student issues, and varying challenges compete for one’s attention.
- Must be able to work actively around the classroom for extended periods.
- Must be able to enjoy the convenience of an urban environment that maintains close contact with its natural environment.
- Work in a traditional climate-controlled environment.

Application Procedure

Interested candidates, please **e-mail** a cover letter, resume, statement of education philosophy, and contact information for three references to careers@sch.org.

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