

**MIDDLE COUNTRY SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF MATHEMATICS, ACCOUNTABILITY, AND MTSS PK - 12**

Summary: Provides leadership and direction and supervises the mathematics programs to ensure that the goals of the district and community are reached. The Mathematics, Accountability, and MTSS Director reports directly to the Assistant Superintendent for Instruction. The position includes the duties and responsibilities below and other functions as assigned by the Assistant Superintendent for Instruction.

Qualifications: A Master's Degree (minimum)—Post-Graduate Certificate in Educational Administration (SAS/SBL) preferred
AND
Five years teaching experience.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties and Responsibilities:

1. Perform such duties and functions related to the area of specialty as determined by the Assistant Superintendent for Instruction.
2. Supports the development of district and departmental goals, curriculum objectives, and course descriptions.
3. Oversee the math curriculum for grades PK-12 in collaboration with the Assistant Superintendent for Instruction.
4. Administration, evaluation, and supervision of math curriculum, programs, and staff.
5. Chair the district mathematics committees.
6. Provide demonstration lessons upon request.
7. Supervise and arrange mathematics programs to enhance curriculum.
8. Oversee the development of benchmark, mid-term and final examinations for grades PK-12.
9. Develop and make available supplementary materials to enhance mathematics curriculum.
10. Development, implementation, evaluation, and refinement of discipline-specific Capstone research experiences.

11. Supervise the update and revision of mathematics units and teacher guides.
12. Identify, evaluate, pilot, recommend and implement instructional resources best suited to the needs of Middle Country students in the areas of mathematics and MTSS.
13. Develop, deliver, and evaluate professional development activities regarding core curriculum mathematics instruction (administrative and instructional staff).
14. Conduct teacher observations as per district guidelines.
15. Provide training for new teachers in mathematics curriculum and instruction.
16. Keeps informed of progress and new developments in mathematics. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
17. Provide input on districtwide budget development and implementation.
18. Provide input to the principals in the preparation of school budgets, purchase requisitions, staffing, student assessments, and/or scheduling.
19. Assumes responsibility for the proper handling of funds.
20. Responsible for the inventory of school property and for the security and accountability of that property in coordination with district and building staff.
21. Oversee academic celebrations, competitions, and enrichment opportunities, including the district STEM Celebration.
22. Work with central administration, directors, coordinators, and principals in the facilitation of district and state student assessments.
23. Ongoing analysis and dissemination of student performance data with focus on the improvement of instructional planning, delivery and student achievement (graduation rate, mastery levels on Regents and AP examinations).
24. Represent discipline-specific needs and perspectives on district committees in order to promote effective programs and instruction for Middle Country students.
25. Coordinate with district and building administrators to support the recruitment, screening, and hiring recommendations of instructional staff.
26. Oversee the implementation of a universal screener in grades K-8.
27. Update, implement, evaluate and revise the district AIS and RtI plans in collaboration with stakeholders.

28. Coordinate with district and building administrators to facilitate the implementation of NYS 3-8 Computer Based Testing.
29. Assign, supervise, and evaluate Math Instructional Specialists based on student data.
30. Respond to NYSED accountability determinations, prepare appeals, school improvement plan development and implementation.
31. Supervise the implementation of the school climate survey. Analyze and disseminate the results to stakeholders.
32. Support central office administration in the facilitation of the district APPR plan.

Reports to: Assistant Superintendent for Instruction