



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, Mathematics Educational Services</b>	<b>#5049</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 1</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master’s Degree and a valid California Teaching Credential.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of classroom math teaching experience. Possess a Bachelor’s Degree in mathematics, Master’s Degree in curriculum and instruction, and an Administrative Services Credential. Experience in providing staff development on a district wide basis. Five to seven years of K-12 classroom teaching experience (which includes the teaching of mathematics). Three to five years of providing staff development in the area of mathematics. Experience in writing and managing educational grants awarded by the state, federal government, other agencies and foundations.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of state and federal staff development opportunities.

### **DISTINGUISHING CHARACTERISTICS:**

The Director I series represents advanced management positions and has three levels.

### **SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Educational Services, the Director of Mathematics will work with school districts and other educational groups in developing research-based professional development for their staff. This position will oversee all Mathematics professional development, work on the School Assistance and Intervention Team (SAIT), and work with Program Improvement districts and schools on improving mathematics instruction.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Represent the San Joaquin County Office of Education at meetings related to mathematics.
15. Organize and implement any state and federal sponsored math training.
16. Organize, implement, and deliver research based professional development in the area of mathematics.
17. Serve as a resource to members of the community regarding mathematics instruction.
18. Adhere to the California Content Standards and the California Mathematics Framework.
19. Assist districts in the selection of mathematics texts.
20. Serve on the School Assistance and Intervention Team along with providing technical assistance to Program Improvement districts and schools.
21. Work with the AB 75 program.
22. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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