



## Job Description

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**POSITION TITLE:** Coordinator II, Math #6333  
Venture Academy  
County Operated Schools and Programs

**SALARY PLACEMENT:** Management Salary Schedule  
Range 12

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**SUMMARY OF POSITION:**

Under the direction of Venture Academy administration, this position will be responsible for the implementation of all professional learning activities related to Math with an emphasis on grade-level instruction that includes tiered supports for students who are below grade level. This person will provide direct support to Venture Academy teachers through curriculum adoption and implementation, professional learning in instructional strategies, and individual coaching on professional improvement. This position will provide expertise regarding successful research-based best practices in Math and assist in TK-12 school-wide efforts to support the school's educational programs and recommendations for improvement.

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's degree and valid Preliminary/Clear California Single Subject Teaching Credential in Math or a Multiple Subject Teaching Credential with a supplementary/subject matter authorization (possess or qualify) in Math. Experience in the field of Math. Previous work experience with professional learning for Math instruction.

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

Five years of experience working in a related field. Possess a Master of Arts Degree, valid California Administrative Services Credential, or eligible to receive one, and three years of experience providing professional learning in Math. Bilingual/biliterate in a language in addition to English. Experience in providing support to school sites and/or districts as well as coaching teachers.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- program evaluation and data collection
- Math Framework, CCSS Math standards
- state and federal initiatives
- the 8 Mathematical practices
- state and benchmark assessments
- Math pedagogy and proven methods of developing mastery of mathematical concepts and in increasing academic achievement in math among English learners and students with special needs in all educational settings
- assigned software

Ability to:

- be flexible based on program needs
- create and follow policies and procedures
- operate a computer
- create and oversee cycles of continuous improvement using data

- disseminate results of state and local assessments to a variety of audiences like administrators, staff, teachers, parents, board members and the community

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings/professional learning
- instructional coaching skills
- 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

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff on program development and Math issues.
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 materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Recommend successful research-based mathematical instructional strategies to improve student achievement in math and improve student math identities.
14. Articulate the use of the CCSS Math and any subsequent or associated documents and/or tools.
15. Assist Venture Academy in the selection of appropriate Math materials and provide professional learning as appropriate.
16. Provide coaching and support to teachers and teacher teams in Math instruction, the 8 mathematical practices, data analysis, and implementation of instructional norms and strategies to improve learning outcomes in their classrooms.
17. Participate in ongoing professional learning opportunities to develop expertise in the areas of education of Math, including coaching and demonstration lessons, co-teaching, and planning.
18. Participate in school and classroom observations of practices for Math instruction, compile and interpret data on the programs. Interpret data results from state and federal intervention tools.
19. Create and present curriculum related to Math instruction and provide support to teachers in implementing the curriculum.
20. 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, operate standard office equipment and use the 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 will come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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