

TITLE: TEACHER ON SPECIAL ASSIGNMENT - MATH 7-12
One Year Position
Four (4) Positions Available

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- California Single Subject Credential with English Learner Certification
- Minimum of five years of successful teaching experience
- Experience in some area(s) of curriculum development
- Valid California Driver's License

PRIMARY FUNCTION:

This assignment will be working as a Teacher on Special Assignment under the direction of the department administrator/manager. The primary responsibility will be to develop the structured math course(s) with high yield strategies embedded throughout, support sites/teachers with professional development and implementation of structured math course(s) using strong pedagogical content knowledge, and the implementation of effective instructional practices in order to increase student achievement in the area of mathematics.

AREAS OF RESPONSIBILITY:

- Collaborate with and provide coaching support to teachers in order to strengthen Tier I instruction and develop best practices for continuous growth of students in the area of mathematics
- Demonstrate strong pedagogical content knowledge
- Develop and write curriculum that supports grade level standards
- Demonstrate an understanding of essential standards, effective assessment, and grading practices
- Demonstrate an understanding of effective reassessment strategies
- Assist teachers and site administrators with the collection and analysis of data; support with the sharing of the data and recommendations for next steps
- Engage in continuous professional learning to enhance pedagogical content knowledge
- Work collaboratively with district team/site administrators to ensure implementation of district wide and school wide goals
- Participate in Professional Learning Communities with peers to build professional skills and improve practice
- Support teachers with using the Cycle of Inquiry during grade-level Professional Learning Community meetings (by request) and Team Meetings

- Work with grade-level teams to provide support for English Learners and other significant student groups
- Teach model lessons and collaboratively teach lessons that focus on effective instructional strategies and include pre- and post-lesson support
- Assist with instruction that addresses the math content and practice standards
- Assist with the implementation of district-approved curriculum/materials
- Support teachers with how to effectively utilize technology in the classroom
- Support teachers with development of strong pedagogical content knowledge, strategies to increase student engagement, and the use of questioning and discourse during math instruction
- Support teachers with classroom management strategies and resources
- Support teachers with the identification and grouping of students based on their specific needs
- Provide professional development and resources on best practices involving intervention to small groups of students using research-based strategies and resources
- Maintain and submit accurate and up-to-date records of all students' progress
- Demonstrate an understanding of UDL, designing learning experiences that are inclusive of all students, and Multi-Tiered Systems of Support
- Perform other duties and responsibilities related to math instruction as assigned by the supervisor
- Other related functions or duties as assigned

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues
- administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance
- Demonstrate flexibility and responsiveness

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations