

Lower School Math Specialist (TK-5)

Job Title: Lower School Math Specialist
Department: Lower School
Reports to: Mrs. Erin Harper, Head of Lower School,
FLSA Status: Exempt
PDS Status: Faculty, 10.5 months, Full Time, Benefited
Start Date: August, 2026.

Employment Opportunity: Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 2,000 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of *The Charlotte Observer's* "Top Workplaces 2025", "Top Workplaces 2024", "Top Workplaces 2023", "Top Workplaces 2022", "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time teaching position beginning in August 2026.

Job Responsibilities:

The Lower School Math Specialist supports a culture of mathematical growth and excellence by providing direct instructional support, leading faculty development, and fostering student engagement in mathematics. This individual works collaboratively with classroom teachers, school leaders, and the Student Services Team to ensure effective implementation of research-based instructional practices and data-informed interventions. The math specialist will strive to create a positive, inclusive environment that inspires curiosity, perseverance, and a love of mathematics in all learners.

Job Responsibilities

Curriculum

- Train/Coach faculty and facilitate the implementation of the school's math curriculum, ensuring alignment with research-based best practices in mathematics instruction.
- Provide ongoing professional development opportunities for lower school faculty focused on innovative math pedagogy and curriculum enhancement.
Participate in relevant professional development to strengthen knowledge of math content and effective teaching strategies.
- Assist in assessing identified students using appropriate math assessments; prepare written reports to communicate results, recommendations, and instructional next steps with teachers and families.
- Review math curriculum to ensure it aligns with current research and pedagogy.
- Stay informed about available math programs and curricula to identify potential options for future adoption.
- Partner with faculty and administration to oversee and continually refine the math curriculum across grade levels to ensure coherence and rigor.

Instructional

- Provide small group math instruction to identified students, focusing on targeted skill development and conceptual understanding.
- Coordinate with classroom teachers to schedule support sessions and share instructional strategies that reinforce student learning.
- Maintain accurate data tracking of student growth and progress through ongoing formative assessments.
- Compile an annual report summarizing student progress and program outcomes to share with the Head of Lower School, the Student Services Team, and the Assistant Head of School for Academic Affairs.

Student Enrichment

- Utilize student data to create small groups of students who need extension specific to math in Lower School.
- Organize and lead Math Olympiad groups for 4th and 5th-grade students, promoting mathematical thinking, problem-solving, and teamwork beyond the classroom.

Qualifications: B.A. or B.S. in Elementary Education, Mathematics, or Gifted and Talented Instruction. 3-5 years of lead teaching experience is required. Knowledge of culturally responsive approaches to education is strongly preferred.

Candidates should also demonstrate the qualities outlined in the Providence Day School Portrait of an Educator, which include:

- Designing and delivering research-based curriculum and instruction
- Developing rapport and relationships
- Growing with all members of our community
- Fulfilling all professional responsibilities

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.MathSpecialist@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).