POSITION: Math Enrichment Coordinator
WORKING HOURS: Monday, Tuesday, Thursday, 8:00 am–4:00 pm; Wednesday, 8:00 am–4:30 pm; Friday, 8:00 am–3:30 pm; with a one-hour lunch break
REPORTS TO: Director of Teaching and Learning
TERMS OF EMPLOYMENT: This is a full-time position

POSITION OVERVIEW:

The Math Enrichment Coordinator will enhance the math education experience for high-performing students in grades 3–8. This role focuses on developing and delivering engaging curriculum-related math enrichment activities and exercises, providing push-in and pull-out support, and fostering collaboration among educators. The Math Enrichment Coordinator is passionate about mathematics and skilled in creating programs that challenge and inspire students, while also maintaining effective communication with parents and supporting teachers in their instructional practices.

JOB REQUIREMENTS:

- Minimum Bachelor's degree or above in Mathematics, Education, or a related field;
- Minimum five years teaching experience as a mathematics teacher, preferably across a range of grade levels;
- Experience in working with high-performing mathematics students in a small-group or individual setting;
- Demonstrate experience providing push-in support for high performing mathematics students in the mathematics classroom;
- Possess knowledge of the US Common Core mathematics curriculum from grades 1–10;
- Demonstrate experience in differentiated planning and instruction for high-achieving students in mathematics;
- Demonstrate experience in collaborating with and training teachers in providing enrichment in mathematics;

PERFORMANCE RESPONSIBILITIES:

- **Program Development:** Design and implement pull-out enrichment programs tailored to students in grades 3–8, including advanced math activities and projects that complement and allow students to go deeper into the standard curriculum.
- **Push-In and Pull-Out Support:** Deliver targeted support through both push-in (in-class assistance) and pull-out (separate sessions) interventions to help students advance their skills.
- **Teacher Training:** Conduct workshops and provide ongoing professional development for groups of teachers, equipping them with strategies and resources to integrate enrichment activities and advanced math concepts into their lessons.
- **Collaborative Planning:** Partner with teachers to co-plan and develop curriculum enhancements and enrichment activities. Collaborate with school staff to align

enrichment programs with classroom instruction and address student needs.

- **Student Engagement:** Organize and facilitate math clubs, competitions, fairs, and enrichment events to stimulate students' interest and enthusiasm for mathematics.
- **Assessment and Evaluation:** Assess the effectiveness of enrichment programs through observations, assessments, surveys, and feedback. Use data to refine programs and support strategies.
- **Parent Communication:** Maintain regular communication with parents and guardians to inform them about math enrichment opportunities, student progress, and ways they can support their child's learning at home. Organize informational sessions and workshops to engage parents in their child's math education.
- **Community Outreach:** Engage with the broader community to promote math enrichment programs and encourage student participation in extracurricular math activities.
- **Administrative Duties:** Manage program logistics, oversee budgets, maintain records of program activities, and track student progress.
- **Professional Growth:** Remain up-to-date with current research and practices in mathematics instruction.

Responsibilities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.