



## **Math Support Specialist (Part-Time)**

### **Purpose Statement**

The job of Math Support Specialist (Part-Time) is done for the purpose/s of providing targeted support for instruction and curriculum alignment K-12 with a specific focus on secondary math. The Math Support Specialist will work directly with the Secondary Math Specialist. The Math Support Specialist will conduct professional development; mentoring, coaching, consulting, training on instructional strategies in order to increase content knowledge and improve instruction; building school instructional capacity in order to meet the learning needs of all students and encourage vertical and horizontal curriculum alignment across the district for math.

This job is distinguished from similar jobs by the following characteristics: This position is distinguished from other similar positions by the following characteristics: one-year renewable assignment; provide coaching during instruction time; teacher hourly; part-time; flexible schedule. This position is non-supervisory.

This position reports to the Director of Professional Development.

### **Essential Functions**

- Supports Secondary Math Professional Learning Communities for the purpose of ensuring a collaborative approach to improving student achievement.
- Actively promotes the District improvement Plan for the purpose of consistent implementation.
- Develops and maintains productive relationships with instructional staff for the purpose of maximizing instructional improvement.
- Directly coordinates with the Secondary Math Specialist for the purpose of supporting secondary math teachers district-wide.
- Models and co-teaches instruction in a variety of settings for the purpose of improving classroom instruction and maximizing student achievement.
- Must be able to work on an “as needed” basis with flexible hours and availability. Weekly availability as outlined by Secondary Math Specialist identified priorities for the purpose of providing targeted support to math initiative.
- Observes instructional staff members in a variety of teaching situations for the purpose of gathering data, providing feedback, and making recommendations for instructional improvement.
- Provides updated information for teachers and administrators on Utah State Secondary Math Core for the purpose of instructional support and alignment with Utah State Core.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform multiple technical tasks. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; facilitating program goals; organizing and communicating information and concepts; solving problems; organizing and coaching; and facilitating professional development.

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: KNOWLEDGE is required to perform math concepts such as fractions, percent's, and ratios; read technical journals, write technical materials, and/or speak persuasively to implement results. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: strong understanding of Utah Common Core Standards; demonstrated knowledge and use of effective instructional research, pedagogy, and technology for all learners including students who are economically disadvantaged, limited in English proficiency, and/or academically gifted.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ABILITY is required to analyze situations to define or draw conclusions. Specific ability-based competencies required to satisfactorily perform the functions of the job are: gathering, collating, and/or classifying data; communicating with persons of varied educational and cultural backgrounds; working with individuals and collaborative teams; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; scheduling activities and/or meetings. Flexibility is required to work with others; work with data utilizing different and similar processes; and operating standard office equipment including relevant software applications.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 20% walking, and 65% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** ARL-Alternate Route to Licensure.

### **Required Testing**

### **Certificates and Licenses**

### **Continuing Educ. / Training**

### **Clearances**

### **FLSA Status**

### **Approval Date**

### **Salary Grade**

Not Rated