

BOAZ CITY SCHOOLS

Boaz, Alabama



POSITION ANNOUNCEMENT

Job Title: Math Specialist (With Administrative Duties)

Opening Date: April 21, 2022

Closing Date: Until Filled

FLSA Status: Exempt

Salary: Based on BCSS Salary Schedule

Expected Workday: As Defined by The Superintendent

Terms of Employment: 10 Month

Reports To: Director of Teaching and Learning

Job Goals:

- To positively impact student math achievement within the school by participating in continuous school improvement efforts and by partnering with teachers to provide instructional coaching/modeling, training and support aligned with the math curriculum and based on the math standards.
- Work directly with classroom teachers to foster a growth mindset and support the development of their teaching practice in order to improve learning in mathematics for all students.
- To assist with administrative duties at the local school and district level.

Qualifications:

- Master's degree or higher from an accredited college or university.
- Valid teaching certificate in an appropriate area as identified by the Alabama State Department of Education.
- Valid administrative certificate as identified by the Alabama State Department of Education.
- Minimum five (5) years successful teaching experience.
- Demonstrates proficiency in oral and written communication skills.
- Ability to be punctual and in regular attendance.
- Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
- Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

- Demonstrates support for the school system and its vision, goals and priorities.
- Demonstrates knowledge of the mathematics curriculum, intervention strategies, school improvement plans, and effective professional development delivery techniques.
- Consistently, effectively and directly interact with classroom teachers to improve the teaching and learning process in mathematics to include, but not limited to, formal coaching cycles, lesson cycles, co-teaching/gradual release and professional development facilitation.
- Partner with teachers to expand their use of instructional models, incorporating best practices and instructional technologies, student-centered learning and differentiated instructional approaches for the success of all students.
- Support math standards implementation at all grade levels through the development and implementation of both short- and long-range planning goals to improve the program.
- Plans, participates in and/or leads professional development activities for the purpose of improving math instruction; collaborate with other Math Specialists to ensure consistent support district-wide.
- Procure and provide resources and instructional support to administrators and teachers.
- Collects, analyzes and uses data (including but not limited to standardized and other test results) for reporting purposes, diagnosis, instructional planning and program evaluation.
- Document classroom visits and provide feedback for individual math teachers on a regular basis.
- Establish and maintain a high level of rapport with other teachers, team leaders, department heads, district-level supervisors and/or directors, and instructional support and other employees of the school district.
- Participate in professional development activities.
- Model best instructional practices through actual classroom demonstrations as well as side by side teaching/co-teaching when needed.
- Engages in continuing improvement of professional knowledge and skills.
- Serves on committees, task forces, planning teams, and advisory groups to improve student achievement at the school and district levels.
- Supports school improvement initiatives by active participation in school activities, events, ceremonies, services and programs.
- Maintains appropriate confidentiality regarding student/school/workplace matters.
- Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
- Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
- Maintains and submits reports, records, and correspondence in a timely and accurate manner.
- Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
- Assists with administrative duties as assigned.
- Performs any other job-related duties as assigned.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education.

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