



INQUIRY BASED MATHEMATICS TEACHER ON SPECIAL ASSIGNMENT (TOSA) - SECONDARY

Mission

- Ensures secondary teachers develop teaching and assessment skills in mathematics needed for all students who graduate from high school are college and career ready.
- Create and implement systems to ensure all secondary students receive appropriate mathematics instruction and interventions.
- Collaborates with Elementary Staff Development Specialist in planning implementation of Mathematics Common Core State Standards.

Position Summary

The Inquiry Based Mathematics Teacher on Special Assignment (TOSA) assists faculty in the development and delivery of standards-based curriculum in mathematics. Collaborates with faculty and administrators to establish in-service and professional development needs, facilitates peer inquiry, collaboration, team teaching, and mentoring for the purpose of developing inquiry-based strategies and curriculum implementation District-wide.

Supervisory Relationship

This position reports to the Associate Director of K-12 Curriculum and Staff Development – Mathematics.

Essential Functions

- Guides the implementation of District selected mathematics curricula and instructional methods and assessments.
- Assists faculty with curriculum development, course revision to align to Common Core State Standards and college readiness standards, instruction, and course evaluation.
- Pilots new curriculum, evaluates new courses and revises, as appropriate.
- Assists teachers with modifications to instructional methods and strategies to meet diverse students' needs.
- Works with teachers to assess and improve student achievement results.
- Ensures use of effective, research-based teaching methodologies and practices.
- Implements data-driven instruction and leads discussions about student performance.
- Works with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning. Provides high quality curricular training and resources to staff.

- Supports implementation of proficiency-based mathematics teaching, learning and assessment.
- Models and teaches inquiry based practices, including interpreting, reasoning, problem-solving, and conducting research.
- Provides professional development to improve functioning of IIPM and data team meetings.
- Ensures consistencies in instruction and practice among all teams of teachers K-12.
- Fosters a culture of professionalism among teachers and staff.
- Ensures the learning environment and classroom instruction maximizes student learning.
- Guides collaborative planning in mathematics departments and between grade level teams and monitors articulation among levels.
- Collaborates with site administrators and licensed faculty to incorporate new or existing instructional technologies and strategies in mathematics classroom and learning environments.
- Encourages the development of communication skills and higher order thinking skills.
- Collaborates with site administrators and licensed faculty in the selection and development of instructional materials.
- Models exceptional teaching, classroom management and use of school systems.
- Fosters and maintains effective working relationships with students, colleagues, and supervisors.
- Develops and uses assessment and evaluation methods to measure student progress.
- Assists the Associate Director of K-12 Curriculum and Staff Development – Mathematics, Elementary Staff Development Specialists and other Staff Development Specialists with data collection and curriculum evaluation.
- Prepares and submits in a timely manner all reports, budget reports and other documents related to District-wide mathematics projects and/or grants. Complies with all state, and federal guidelines, policies and regulations.
- Adheres to District policies and procedures.
- Participates in professional development and contributes to the District's educational goals.
- Participates in Essential Skills Coordinators meeting as needed.
- Maintains confidentiality of information regarding students, supervisors or other employees.
- Engages in continuous learning through professional reflection and active collaboration with colleagues. Works in close collaboration with school staff and school partners (ODE, University of Oregon, Pacific University, etc.) as an individual and as a member of a professional learning community. Integrates community resources and form partnerships.

- Understands the need for equity and parity across the school system to meet the needs of diverse learners. Can provide instructional strategies to support teacher as they meet the needs of diverse learners.
- Performs all other duties as assigned.

Required Knowledge, Skills and Abilities

- Demonstrates and applies a thorough and accurate knowledge of secondary mathematics.
- Demonstrated experience in inquiry based mathematics course instruction and curriculum development.
- Common Core Curriculum Standards for Mathematics.
- Proven leadership and facilitation skills.
- Proven leader in implementing effective instructional strategies.
- Strong organizational skills.
- Ability to focus on student learning and student success.
- Demonstrated strong oral and written communication skills.
- Strong skills in instructional technology.
- Demonstrated ability to develop and implement mathematics curriculum to serve the needs of students and faculty.
- Ability to build consensus among diverse stakeholders.

Minimum Qualifications

Education

Master's Degree in science, engineering, or mathematics. Oregon Teachers License with a Mathematics or Science endorsement required.

Experience

- Five (5) years classroom teaching/instructional experience in 6-12 mathematics.
- Demonstrated experience in curriculum development secondary mathematics.
- Experience with implementing Common Core Curriculum Standards - Mathematics.
- Proven Leadership and facilitation skills.
- Proven leader in implementing effective instructional strategies.
- Strong organizational skills.
- Ability to focus on student learning and student success.

- Demonstrated strong oral and written communication skills.
- Strong instructional technology skills.

Work Environment

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require work beyond the standard workday and workweek.

ADDITIONAL INFORMATION	
Employee Unit	EEA/ Licensed
Pay Grade	Based on education and experience
Developed by	Dr. Celia Feres-Johnson – Director of Human Resources
Reviewed by	Sara Cramer – Director of Secondary Education PK-5, Laurie Moses – Director of Secondary Education, Jeralynn Beghetto – Teacher Quality and School Services Administrator (HR)
Last revised	June, 2012

Employee Statement

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (Print)

Date

Employee Signature

Date