



DISTRICT ELEMENTARY MATHEMATICS SPECIALIST - TOSA

Objective

- Assist in the selection and implementation of district Elementary Mathematics instructional materials with fidelity.
- Support effective implementation of Common Core State Standards with culturally responsive teaching practices.
- Assist administrators and teachers in the selection, development and implementation of district Elementary Mathematics assessment materials.
- Support schools in understanding mathematics assessment systems and using data to inform instruction.
- Use digital resources and provide teachers with instruction on the use of digital tools.

Position Summary

The Elementary Mathematics Specialist is a one-year temporary position. The primary function of this position will be to assist in the selection and implementation of a standards-aligned Elementary Mathematics curriculum. The secondary function will be supporting the selection or development, and implementation of an aligned mathematics assessment system. Additionally, this position will collaborate with faculty and administrators to deliver professional development, facilitate peer inquiry, collaboration and coaching for the purpose of evaluating curriculum, supporting best practices in culturally responsive mathematics instruction and the use of formative assessment.

Supervisory Relationship

This position reports to the Math Administrator in the Instruction Department.

Essential Functions

1. Guides and supports Elementary mathematics curricular initiatives including:
 - . The pilot, review and selection of mathematics curricula, and
 - . Alignment, modifications and implementation of instructional materials and strategies to meet diverse students' needs.
2. Guides and supports systemic mathematics assessments to monitor student achievement including:
 - . Seeking, developing and monitoring aligned assessment systems;
 - . Supporting the use of formative assessment;
 - . Participating in Essential Skills Coordinators meetings; and
 - . Supporting building based data teams.
3. Leads and supports the professional development of Elementary math teachers including:
 - . Coaching, training, modeling, and collaborative planning to support high quality, student-centered, culturally responsive math instruction;
 - . Guiding collaborative planning in departments and between grade level teams and monitors articulation among levels and across schools; and

- . Collaborating with instructional technology staff to meaningfully incorporate relevant instructional technology.
- 4. Models professionalism including:
 - . Fostering a culture of professionalism in schools among teachers and staff;
 - . Establishing effective working relationships with students, colleagues, and supervisors;
 - . Preparing and submitting in a timely manner all professionally prepared reports, budgets and other documents related to District-wide mathematics projects;
 - . Complying with all relevant district, state, and federal guidelines, policies and regulations; and
 - . Maintaining confidentiality of information regarding students, teachers, supervisors or other employees.
- 5. Participates in professional learning opportunities including:
 - . Engaging in professional development and learning that contributes to the District's educational goals;
 - . Seeking out and integrating national and community resources to support high quality culturally responsive instruction;
 - . Engaging in continuous learning through professional reflection and active collaboration with colleagues; and
 - . Working in close collaboration with school staff and partners (ODE, Lane ESD, University of Oregon, Pacific University, etc.) as an individual and as a member of a professional learning community.
- 6. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Expert knowledge of Common Core Curriculum Standards for Mathematics in grades K-5 with some familiarity of the standards at the secondary level.
- Ability to develop and implement mathematics curriculum to serve the needs of students and faculty.
- Expert knowledge of data and assessment systems including the ability to evaluate for standards alignment, data team usage and formative assessment purposes.
- Expert knowledge and skills in implementing researched-based effective instructional strategies including the ability to utilize culturally responsive instructional strategies and differentiating practices for diverse populations.
- Strong leadership, professional development and facilitation skills.
- Ability to work effectively and collaboratively with diverse students, staff and community populations and ability to build consensus among diverse stakeholders.
- Strong skills in instructional technology.
- Strong oral and written communication skills and organizational skills.

Minimum Qualifications

Education

- Master's Degree in science, engineering, mathematics preferred.
- Valid Oregon Elementary Teachers License required. Mathematics endorsement preferred.
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

Experience

- Five (5) years classroom teaching/instructional experience in Elementary mathematics using Common Core State Standards.
- Experience with both general education mathematics instruction as well as mathematics instruction to special populations (Special Education, Title 1, etc.).
- Experience in curriculum development for elementary mathematics.
- Experience with mathematics assessment delivery and data usage.
- Experience with delivering professional development on Elementary mathematics curriculum and instruction.
- Experience implementing effective instructional strategies.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Developed by	Maddy Ahearn, Math Administrator
Pay Grade	Licensed Salary Schedule
Approved by	Charis McGaughy, Assistant Superintendent for Instruction Cydney Vandercar, Director of Human Resources
Last revised	March 2016

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