



K-5 DISTRICT MATH DIGITAL CURRICULUM - TOSA

Objective

Support the effective implementation of an elementary mathematics curriculum primarily delivered through a digital platform.

Position Summary

The District Math Digital Curriculum TOSA is a one-year temporary part-time (.5 FTE) assignment. This position works with teachers, administrators and other staff to implement the digital elementary mathematics curriculum. The responsibilities include online classroom set-up, vendor interactions and troubleshooting, on-site classroom coaching, and leading system-wide and school-based customized professional development (PD).

Supervisory Relationship

This position reports to a curriculum administrator in the Instruction Department.

Essential Functions

1. Support effective implementation of the digital elementary mathematics curriculum.
2. Provide teachers with hands-on training of new digital instructional tools with the mathematics curriculum.
3. Assist schools, administrators, and teachers in the set-up and use of online subscriptions and digital resources for the mathematics curriculum.
4. Support the alignment of all digital elementary curricula in forthcoming learning management system.
5. Work with teachers to adapt curriculum and instruction using digital tools to meet the needs of students with special needs.
6. Coordinate with Instruction Staff Development Specialists and the Elementary Math, ELA and Science TOSAs to plan and provide cohesive professional development across content areas.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Strong knowledge of instruction and assessment, including the ability to analyze and compare digital solutions from a variety of vendors.
3. Strong knowledge of Common Core State Standards for Mathematics.
4. Ability to teacher inquiry-based mathematics lesson using a digital curriculum.
5. Strong instructional technology skills including experience using specific hardware: laptops, iPads, document cameras, SMARTBoards, etc.
6. Ability to collaborate and work effectively with other educators.
7. Strong organizational skills.

Minimum Qualifications

Education

- Master's degree in Education or a related field.
- Oregon Teaching license.

Experience

- Minimum of four years of teaching experience in the elementary school classroom;
- Demonstrated successful experiences working with teachers and administrators supporting student technology in a variety of situations;
- Experience leading professional development, including integration of digital tools;
- Demonstrated success with culturally responsive teaching practices; and
- Advanced training in digital classroom tools.

Work Environment

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

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Approved by	Cydney Vandercar, Asst. Superintendent for Administrative Services
Last revised	June 25, 2018

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