



Job Title: Title 1 Math Specialist
Paid 100% out of Title I,
Part A Funds

Wage/Hour Status: Exempt

Reports To: Principal

Pay Grade:

Dept. /School: Assigned Campus(es)

Date Revised: 09/20/2011

Primary Purpose:

Serve as intervention specialist for struggling math students
Assist teachers with instructional methodologies.

Qualifications:

Education/Certification:

1. Master's degree PREFERRED; a degree in Math or Education with a specialization is PREFERRED.
2. Completion of at least one of the following PREFERRED:
 - Master Math Teacher (MMT) certification, *or*
 - 18 hours of college math coursework (K-6)
3. Meets Federal Highly Qualified Definition – Secondary requires secondary math certification

Special Knowledge/Skills:

Knowledge of curriculum and instruction framework for math; ability to organize and coordinate district initiatives and programs for special needs of students; knowledge of Response to Intervention (RTI), Section 504 and SpEd processes and implementation protocol; strong communication and team-building skills; ability to deliver professional development to teachers; knowledge of applicable laws, rules, policies, and Title I grant requirements; ability to interact positively with students, parents, and educators; ability to use technology in the Title I instructional program

Experience:

Minimum three (3) years experience as a teacher required in associated grade level(s), i.e., Elementary PK-4; Intermediate, 5-6; Middle, 7-8; High School, 9-12. Successful experience working with at-risk students, English Language Learners, or students from poverty preferred.

Major Responsibilities and Duties:

Program Management and Instructional Strategies:

1. Attend scheduled meetings with Math Program Coordinators.
2. Attend staff development, disseminate information and serve as a trainer of teachers during District workshops.

3. Participate in staff development to maintain professional competence and to ensure compliance with Federal and State guidelines regarding Title I services. Share such information with staff as appropriate.
4. Model math lessons, strategies and effective classroom management; coach classroom teachers in math strategies.
5. Develop and implement math lesson plans that fulfill the requirements of a set curriculum program and show written evidence of preparation. This program will be different from the curriculum in the traditional math class.
6. Prepare math lessons that reflect accommodations for differences in student learning styles that have a history of struggling in math.
7. Help students analyze and improve study methods and habits.
8. Meet with teachers on a regular basis to document Response to Intervention and Accelerated Math strategies and processes being used with struggling students.
9. Serve on District committees to update/revise curriculum content and guides.
10. Conduct ongoing assessments of student achievement through formal and informal testing.
11. Analyze student data to determine appropriate and effective intervention.
12. Assist in selection of books, equipment, and other instructional materials in accordance with federal allowable expenses.
13. Use technology to accelerate development of struggling math students.
14. Manage student behavior in accordance with *Student Code of Conduct* and student handbook.

Campus Planning and Communication:

15. Conduct conferences with parents, students, principals, and teachers, as necessary.
16. Work cooperatively with teachers, parents, speech therapist, and other personnel regarding individual student needs
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
18. Establish and implement Title I parent involvement activities as part of the Math program or overall Schoolwide Title I program.
19. Interpret the school's Title I program to parents in order to strengthen parental understanding of the student's needs and the school's role in meeting those needs.
20. Assist campus leadership in conducting needs assessment and campus planning in the area of overall student achievement in Math.
21. Ensure progress toward meeting campus goals for student performance in Math.
22. Use effective communication skills to present information accurately and clearly.
23. Be a positive role model for students; support mission of school district.
24. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Some District-wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.