

# District Math Coach

## Job Description



**Job Title:** District Math Coach

**FLSA:** Exempt

**Reports to:** Director of Math and Science

**Pay Grade:** Teacher Scale

**Dept./School:** Assigned Campuses

**Calendar Days:** 192

**Contract:** Probationary/Term

**Revised:** 1.4.2022

### Primary Purpose

The role of the District Math Coach is to support campuses in the implementation of the district's adopted math curricula and Math framework. The District Math Coach will co-facilitate collaborative planning and monitor the alignment of instruction, assessment, and student outcomes. The District Math Coach will implement the district coaching cycle on assigned campuses by observing, modeling lessons with students and teachers, and providing feedback. In addition, the District Math Coach will collaborate with the Math Instructional Specialists and provide targeted professional development to teachers.

### Qualifications

#### Education/Certification:

- Bachelor's degree from an accredited college or university;
- General qualifications of a teacher as prescribed by the State Department of Education

#### Special Knowledge/Skills:

- Knowledge of science of learning
- Knowledge of instructional best practices in mathematics
- Knowledge of the Aldine mathematics curricula
- Knowledge of Sheltered Instruction (SI) Knowledgeable of state curriculum standards, Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards (ELPS), College and Career Readiness Standards (CCMR), STAAR Excellent organizational, communication, and interpersonal skills

#### Experience:

- At least three (3) years successful teaching experience as a math classroom teacher
- Experience creating and presenting professional development at the campus and/or district level Campus leadership experience (Instructional Specialist, team leader, grade level chair, department chair, etc.)

### Major Responsibilities and Duties

#### Instructional Strategies

1. Work collaboratively with the Schools' Office, Campus Leadership, and Teaching and Learning Department to develop goals and objectives for the purpose of enhancing the district's Math program
2. Collaborate with the Math Instructional Specialist to ensure implementation with fidelity of the Aldine Math Framework and adopted curriculum acrossgrades

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3. Conduct instructional rounds with the Math Instructional Specialist using a walkthrough observation form to look for specific curriculum implementation targets
4. Attend all district coaching meetings and utilize information to provide campus support on how to implement the Aldine Math Framework and curricula
5. Model appropriate math lessons aligned to the district instructional expectations and curriculum to positively affect student achievement
6. Facilitate collaborative planning meetings using the Curriculum-Based Professional Learning (CBPL) protocols and district adopted curricula
7. Implement the district coaching cycle by collaborating with the campus principal and teachers who seek out or need instructional guidance:
  - a. Model lessons,
  - b. Observe teachers, and
  - c. Provide timely feedback
8. Provide professional development based on specific campus/teacher needs
9. Collaborate with the Instructional Specialist and math teachers on intellectual preparation and lesson delivery to implement the district's curriculum
10. Work with the campus leadership to create a culture to enhance a professional learning community
11. Attend district coaching and other district level staff development sessions and share pertinent information with the Math Instructional Specialists to plan, develop, and implement staff development and job-embedded training for teachers
12. Assist teachers in disaggregating, analyzing, and disseminating data to drive decisions on instructional placement and responsive action to help students
13. Assist teachers with identifying students in need of targeted support, determining grouping, and scheduling of appropriate interventions and responsive action
14. Determine curriculum implementation needs and provide suggestions to campus and district administration
15. Participate in vertical alignment of curriculum and work with staff to implement the district curriculum to meet needs of all students

### **Professional Growth and Development**

16. Actively pursue a long-range program of professional growth; continually seeking self-improvement
17. Attend and participate in appropriate conferences and staff development activities to improve job-related skills
18. Attend and participate in coaches' meetings and serve on committees as required

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19. Participate in professional organizations and disseminate ideas and information to appropriate staff

### Reports and Inventory

20. Compile and maintain records of instructional materials and supplies

### Other

21. Comply with policies established by federal and state law, State Board of Education rule, and local board policy
22. Comply with all district and campus routines and regulations
23. Perform other duties as assigned by the Director of Math and Science, Assistant Superintendent of Teaching and Learning, Chief Academic Officer and the Superintendent of Schools

### Evaluation

The District Math Coach's evaluation is a responsibility resting with the Director of Math and Science. An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Physical Demands/Environmental Factors:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide and occasional statewide travel

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

\*This position is funded by Federal/and or State grants, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.