

# FAYETTE COUNTY PUBLIC SCHOOLS

## Coordinator, Mathematics 6-12 Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Office of Student Achievement	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent of Student Achievement	<b>WORK CALENDAR:</b>	240 Days
<b>SALARY:</b>	A007	<b>APPROVED (Board):</b>	March 2022
		<b>REVISED:</b>	April 2025; December 2024; September 2022

**SUMMARY:** Coordinates, develops, implements, and monitors programs, policies, and procedures relative to the administration of secondary Mathematics and Remedial programs in the school district.

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Demonstrate exceptional communication skills and take initiative to identify needs, propose solutions, and lead efforts that enhance mathematics teaching and learning across secondary schools
3. Implement and coordinate the 6-12 mathematics program
4. Develop and/or coordinate appropriate professional learning activities <ul style="list-style-type: none"> <li>a. Design and/or facilitate targeted professional development to strengthen mathematic instruction</li> <li>b. Lead professional learning communities focused on data-driven instruction, curriculum alignment, and best practices in secondary mathematics</li> <li>c. Model effective mathematics instruction and support teachers in integrating rigorous, student-centered strategies</li> </ul>
5. Keep informed on the latest research and instructional practices in mathematics
6. Effectively communicate curricular expectations, instructional strategies, and assessment insights to stakeholders across the district
7. Make available to teachers information and training on instructional practices and work with instructional staff to improve instruction in the assigned areas
8. Provide leadership to school-based grade level professional learning community leads and department chairs to use formative assessment results, write curriculum, discuss problems, and exchange other relevant information
9. Provide demonstration teaching and instructional coaching to support mathematics instruction
10. Keep informed of federal and state regulations needed to implement specific programs
11. Coordinate out-of-classroom activities for students
12. Facilitate textbook adoption and recommend to the Assistant Superintendent of Student Achievement new textbooks and materials for teaching mathematics
13. Interview and evaluate applicants for teaching the assigned curriculum areas when requested by either the principal or Director of Human Resources
14. Support, encourage and assist principals as they establish and achieve measurable goals for program assessment and evaluation
15. Encourage and support participation of teachers in professional learning opportunities
16. Develop and maintain curriculum and support materials for assigned programs
17. Keep abreast of trends and innovations in the areas of responsibility through participation in educational associations at the local, district, state and national levels
18. Plan with the Assistant Superintendent of Student Achievement goals and objectives to be utilized in the annual performance assessment

19. Consult with other departments in matters of budget and finance for the acquisition and repair of materials and equipment to support system level programs
20. Participate in community functions that aid in promoting and explaining programs in the area of responsibility
21. Assist the Director of Facilities in the planning of facilities that support proper instructional programs and the safety and well-being of students and staff
22. Actively support the school system's strategic plan
23. Coordinate the Remedial Education Program for mathematics
24. Monitor and support summer school mathematics courses
25. Lead the development and review of district-wide math assessments to ensure alignment with state standards and instructional priorities
26. Build collaborative relationships with teachers, school leaders, and district staff to support a coherent vision for secondary mathematics learning and the strategic plan
27. Perform other duties as assigned and allowable by intended program

### **REQUIRED QUALIFICATIONS:**

Bachelor's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Five (5) years' experience as a 6-12 classroom teacher

Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership

Leadership experience, such as Curriculum Contact Person, Department Chair or Instructional Lead Teacher

Proficiency in use of generally recognized administrative/management computer applications

Excellent oral, written and interpersonal communication skills

### **PHYSICAL DEMANDS:**

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

### **PREFERRED QUALIFICATIONS:**

Master's degree from a Professional Standards Commission approved accredited college or university in a relevant education field

Experience developing and revising curricula

Involvement in professional organizations at the national or state level

Teaching experience at both the elementary and secondary instructional level

### **REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.