



Job Description

Job Title: Math Specialist

Classification: Certified

Salary Schedule: XTE

Reports To: Building Principal

FLSA Status: Non-Exempt

Date: June 2019

Approved by : Northwest Local School District Board of Education

Job Summary: Organizes and implements a systematic program of supplemental math instruction and intervention for students. Responsible for the assessment and identification of students in need of math intervention, consultation with teachers on intervention plan development, delivery of supplemental services, parent conferences, staff development, tracking student progress, and program documentation/compliance.

Credentials: (Required)

- Valid Ohio Teaching License
- Must be Highly Qualified in content area/grade in which remediation/intervention is provided.

Essential Duties:

1. Works collaboratively with building principal, classroom teachers, educational assistants, students and families.
2. Assists in the planning, development, and administration of the school-wide math program.
3. Assists teaching staff and administration in assessing and interpreting student needs and progress in the area of math.
4. Works collaboratively with teachers, families, and administration in the development of intervention plans for students in need of additional support in the area of math and monitors student response to intervention, making adjustments to plans as indicated by data.
5. Designs/plans instruction that enhances student math performance.
6. Helps to direct tutors/educational assistants for the purpose of providing an effective program of math intervention that addresses the needs of students.
7. Recommends use of varied instructional materials and resources proven to improve math skills.



8. Confers with teachers and parents concerning individual students having academic difficulties in the area of math.
9. Collaborates with classroom teachers to assist with planning, instruction, progress monitoring, and record keeping.
10. Assesses student progress towards objectives, expectations, and/or learning goals for the purpose of providing ongoing formative feedback to students, teachers, families, and administration.
11. Manages student behavior for the purpose of providing an optimal learning environment.
12. Collects, maintains, and submits required documentation related to the Title I math program as directed by the Title I Program Coordinator and Building Principal.
13. Conducts professional development for teachers pertinent to research-proven instructional methodology for teaching math.
14. Works with administrative and teaching staff to plan and implement parent literacy workshops and activities, some of which may occur outside of the regularly scheduled work day.
15. Communicates effectively with school personnel and the families of children receiving intervention services.
16. Reflects on and evaluates teaching and learning.
17. Actively participates in professional development related to math instruction and intervention methodology.
18. Ability to lead and collaborate with small and large groups of staff.
19. Capable of leading district and building professional development.
20. Stays current with research related to math instruction and actively shares this information with others.
21. Proven assessment and data literacy skills, including effective strategies for tracking student progress.
22. Technology skills - These skills include basic computer skills and the ability to work with Google Apps (e.g., Docs, Forms, Sheets, Slides), Microsoft Programs (e.g., Word, Excel, Publisher, Powerpoint), and a variety of internet based applications for assessing and tracking student progress.
23. Communication and leadership skills as it relates to working with students, staff and families.
24. Maintains confidentiality regarding student information and records.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations;



Uses reason even when dealing with emotional topics.

2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 185 days



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Math Specialist

Employee: _____
_____ (print name)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)