

CODE:
FLSA:

**KERSHAW COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION, JUNE 2023**

JOB TITLE: MIDDLE SCHOOL MATHEMATICS COACH

GENERAL STATEMENT OF JOB

Under general supervision, works closely with administrators and teachers to ensure student achievement by providing resources, professional development, mentoring, and one on one assistance to teachers. Reports to the Executive Director of K-12 Instruction and school-based principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Analyzes class and grade level data in mathematics for the purpose of sharing information with teachers and making informed decisions relative to instructional practices.

Assesses skills and needs (both initially and ongoing) of teachers for the purpose of determining the kinds of professional development strategies needed to increase student achievement and make gains in value added scores in mathematics.

Assesses and instructs individuals and small groups of students to improve achievement levels in mathematics.

Leads and participates in on-going and job-embedded professional development (e.g. meetings, workshops, trainings, and seminars) for the purpose of conveying and/or gathering information related to math content knowledge, pedagogy, and coaching. Develops his/her own expertise and content knowledge.

Maintains manual and electronic files and/or records (e.g. MAP data, i-Ready reports, HMH Growth Measure, SC Ready, RTI Stored, student records, and other data regarding math proficiency) to determine student achievement from math coaching.

Mentors and coaches peer teachers to improve mathematics instruction for building capacity in elementary teachers. Facilitates group discussions in Professional Learning Communities (PLCs) and analyzes situations to identify concerns and draw conclusions.

Uses a variety of written materials to model best practices in math instruction.

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Documents activities all work.

Collaborates with teachers, math coaches, and interventionists for lesson planning and instruction.

Attends training, workshops, conferences, and District meetings to stay informed and knowledgeable of developments in best classroom practices.

Maintains inventory of supplies and equipment; prepares supply requisitions as needed.

Coordinates and/or participates in special programs, projects, or events as required.

Participates in staff in-service training and continuing education as required to hold the position.

Receives, reviews, and analyzes test results, assessment / diagnostic reports, program information, school calendar, etc.

Refers to policy and procedure manuals, teachers' handbooks, directories, curriculum materials, textbooks, library books, catalogs, reference books, charts, computer manuals, professional journals, etc.

Interacts and communicates with principal, staff, department chairs/team leaders, co-workers, other school and District administrators, students, parents, volunteers, community leaders, resource persons, sales representatives, and the general public.

Operates various types of machinery and equipment including a computer, printer, copier, laminating machine, fax machine, audio-visual equipment, tape player, book binder, various curriculum-specific equipment or instruments, etc.

Uses clerical, secretarial, copier and computer supplies; school and curriculum-specific supplies, first aid supplies, etc.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's Degree in secondary education with experience in math, an emphasis in math, or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities.

Coaching training is preferred but is not required.

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SPECIAL REQUIREMENTS

Must have a valid South Carolina teaching certificate. Has a thorough knowledge base of math and developmentally appropriate practices. Has personal commitment to self-reflection, learning new skills, and acquiring new knowledge (evidence of continuous, diverse professional growth and development, e.g. attending conferences, reading professional books and articles on best practices, sharing new knowledge and insights with others, holding membership in professional organizations). Experience mentoring adults and facilitating professional dialogue; excellent interpersonal skills and effective observation skills. Evidence of application of proven practice in a school setting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment, which includes a computer, copier, telephone, etc. Some tasks may involve the ability to exert very moderate physical effort in light work, typically involving some combination of remaining standing for extended periods of time, writing on a chalkboard, stooping, kneeling, and crouching, and some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12 to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and direction from the supervisor, and the counseling of students.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, curriculum materials, texts, computer manuals, etc. Requires the ability to enter data into a computer and prepare reports, records, teaching materials, correspondence, etc, with the proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret and influence systems in classroom teaching. Requires the ability to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying ages and education/cultural backgrounds and using the terminology applicable to the subject area(s) taught.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using office equipment; to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Kershaw County School District as they pertain to the performance of duties of the Elementary Mathematics Coach. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the department and of related departments and agencies. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Has thorough knowledge of reading, the curriculum standards, and best practices of instruction. Is able to create and present innovative, effective, developmentally appropriate curriculum and lesson plans. Has knowledge of the characteristics of the age groups assigned. Is able to establish and maintain positive relationships and work effectively with adults. Is able to guide and support adults with patience and kindness. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns. Has knowledge of

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and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation, and spelling. Is skilled in responsible attention to detail as necessary in preparing records, reports, and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has knowledge of how to maintain effective relationships with co-workers, personnel of their departments, parents, students, and members of the public through contract and cooperation. Has knowledge of the occupational hazards and safety precautions of the industry. Has knowledge of how to react calmly and quickly in emergency situations. Is able to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce a quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and remains at work. Adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same. Questions such as instruction and direction when

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clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.