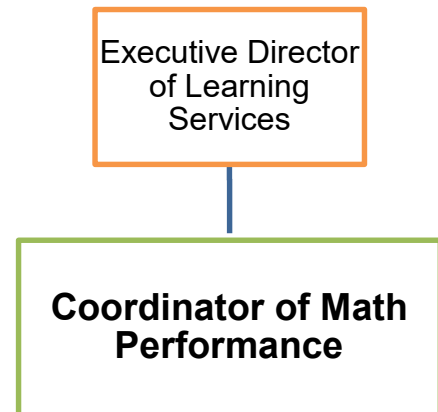


COORDINATOR OF MATH PERFORMANCE

Job Title:	Coordinator of Math Performance
Initial:	October 13, 2022
Revised:	
Work Year:	Full Year
Office:	Education
Department:	Learning Services
Reports To:	Executive Director of Learning Services
FLSA Status:	Exempt
Pay Schedule:	Administrative

Related Organization Chart



POSITION SUMMARY: The Coordinator of Math Performance supports District 49’s Primary Literacy initiative, ensuring every student has a firm foundation of math skills/concepts to support their future success in all academic areas. The Coordinator of Math Performance supports schools with all aspects of curriculum, instruction, assessment and professional development related to math achievement.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Pursues and manages grants to support math achievement.
- Provides professional development to support math achievement.
- Develops and maintains Math Schoology page and resources.
- Designs and coordinates programs and services to support math development.
- Coordinates parent outreach and training.
- Develops community partnerships to support math achievement.
- Coordinates math summits.
- Stays current and knowledgeable about state and federal mandates related to math achievement and provide regular communication regarding legislative and policy changes to administration, zones and schools.
- Supports Instructional Coaches in zone/schools with math initiatives.
- Facilitates research and development that supports increased achievement in math.
- Supports principals with data analysis.
- Serves as liaison to the Colorado Department of Education Office of Mathematics.
- Collaborates with various departments to align math improvement strategies (ELD, SPED, GT, Title I).

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Supports schools with math curriculum and resource adoption processes and resources.
 - Provides regular updates to administration and Board of Education regarding math initiatives, goals and results.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: The Coordinator of Math Performance does not directly supervise other employees.

Budget Responsibility: Oversees grant funds related to math initiatives

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Masters in Curriculum, Instruction and Assessment, or Masters in Mathematics or related field

Experience:

- At least three years demonstrated success as a classroom teacher
- Building level or central office administrative experience preferred

Knowledge Skills & Abilities:

- Expertise in implementing and analyzing math assessments including CMAS, Star360 and other benchmark, diagnostic and progress monitoring assessments
- Experience coordinating and delivering professional development and coaching related to mathematics (knowledge and experience working with adult learners)
- Ability to communicate effectively with various stakeholders
- Ability to maintain excellent attendance
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications including Microsoft Office Suite and web-based applications

Certificates, Licenses, & Registrations:

- Valid Colorado teacher license required; principal license preferred
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.