



## Elementary Mathematics Instructional Specialist

### **JOB DESCRIPTION**

The Elementary Mathematics Instructional Specialist, under the supervision of the Executive Director of Elementary Curriculum, coordinates the District's Elementary Mathematics Program, as well as other curricular initiatives. The position also provides leadership and assistance to teachers, principals, and supervisors for the improvement of elementary mathematics instruction within the District.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Master's degree preferred, preferably in Mathematics or Curriculum and Instruction
- Valid Texas Teaching Certification
- Minimum of three years experience as a classroom teacher

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to organize and coordinate District-wide program
- Expertise in data analysis to improve student achievement
- Knowledge of curriculum and standards based instruction, current instructional and assessment research, instructional technology, computer instructional software, and current mathematics issues and trends
- Knowledge of strategies and materials for mathematics
- Excellent organizational and interpersonal skills
- Ability to communicate effectively with administrators and teachers
- Experience planning and implementing staff development
- In-depth knowledge of TEKS/TAKS

### **DUTIES AND RESPONSIBILITIES**

1. Mentors and provides ongoing support for elementary teachers new to the profession
2. Works directly with classroom teachers and campus administrators to implement strategies to improve instruction and increase student performance, especially on campuses of high need
3. Provides classroom demonstration lessons that include best practices in teaching and learning
4. Observes teachers and provides feedback designed to improve instruction
5. Plans and implements with District Professional Development Coordinator and Director of Elementary Curriculum and Instruction
6. Keeps current with mathematics research and instructional strategies through professional literature
7. Attends Curriculum Department meetings and confers regularly with curriculum development staff
8. Attends conferences and workshops
9. Promotes positive school-community relations by communicating effectively with staff, students, parents, and the community by projecting a positive image that enhances the District's mission
10. Compiles, maintains, and files appropriate reports, records, and documents related to job activities
11. Facilitates, writes, edits, and produces District curriculum documents in the area of mathematics
12. Facilitates, writes, edits, and produces District assessments
13. Plans and administers the ERC level elementary Mathematics budget
14. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, reach, repetitive hand motions, hear, speak, travel frequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: Specialist Pay Scale**

**NUMBER OF DAYS: 216**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*