



## Secondary Mathematics Specialist

### **JOB DESCRIPTION**

The Secondary Mathematics Curriculum Specialist, under the supervision of the Director of Secondary Curriculum, coordinates the District 6-12 Mathematics Program along with other curriculum initiatives. Also, provides leadership and assistance to teachers, principals, and supervisors for the improvement of secondary mathematics instruction in the District.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's degree; Master's degree preferred
- Valid Texas teaching certificate
- Three years experience as a social studies teacher in a secondary school

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

- Experience planning and implementing staff development
- In-depth knowledge of best practices in standards-based mathematics instruction, curriculum alignment, research, assessment, and instructional technology to include graphing calculators, Geometer's Sketchpad, and computer instructional software
- Expertise in data analysis to improve student achievement, in-depth knowledge of TEKS/TAKS
- Excellent interpersonal and organizational skills

### **DUTIES AND RESPONSIBILITIES**

1. Mentors and provides ongoing support for secondary 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 research-based 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 Secondary Curriculum and Instruction
6. Keeps current with literacy 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. Develops and coordinates a continuing evaluation of the math curriculum to insure adherence to state and local laws, vertical and horizontal alignment, and student achievement
14. Develops and administers a cost effective budget for program needs aligned to District goals
15. Performs other duties as assigned

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**MENTAL DEMANDS**

Ability to communicate effectively (verbally and written), interpret policies and procedures, reason, read, analyze, differentiate, coordinate, compile, compute, instruct, and maintain emotional control under stress.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs, reach, repetitive hand motions, visual acuity travel frequently within district and some outside of the district, ,balance, stoop, kneel, crouch, pull, push, reach, hear, speak, work prolonged or irregular hours, and possess visual acuity.

**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**