

SECONDARY CONTENT SPECIALIST - MATHEMATICS

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Executive Director of Teaching, Learning, and Leadership (by feeder pattern)</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Certified Teacher</i>
Terms of Employment:	<i>According to certified teacher contract plus 4 additional days</i>
Job Goal:	<i>To provide high quality, data-driven professional development and coaching to middle school administrators and teacher in order to leverage high yield instructional practices that impact student math achievement. Provide standards-based, differentiated direct support to idle school teachers and administrators in math. Integrate/model innovative technology practices within content instruction on a variety of devices including tablets, laptops, interactive white boards, various applications, etc.</i>

Minimum Qualifications

- 1. Valid New Mexico Public Education Department (PED) Teaching License*
- 2. Level II Teacher (Master's Degree preferred) or National Board Certification or Level III license.*
- 3. Must have 5 years of successful math teaching experience at the secondary level.*
- 4. Knowledgeable regarding current math and technology research and its instructional applications.*
- 5. Experience delivering professional development/ mentoring to peers in high yield strategies to support student achievement within the specified content area.*
- 6. Sophisticated understanding with the state adopted content area standards to include backwards design, lesson planning, assessment, and pacing.*
- 7. Evidence of strong oral and written language skills.*
- 8. Proven experience working with ELL/SPED/low socio- economic populations (preferred).*
- 9. Evidence of technology integration skills to assist in creating engaging and differentiated learning experiences.*
- 10. Evidence of school or district leadership in the specified content area.*
- 11. Strong evidence of ability to work effectively with other educators.*

Job Duties

1. *Model scientifically research-based instruction through a coaching process which provides teachers with reflective, growth-producing feedback.*
2. *Facilitate meaningful, job-embedded professional development that supports the curriculum using state adopted standards.*
3. *Facilitate the use of data to drive instructional decisions.*
4. *Utilize and integrate technology within the delivery of professional development and coaching.*
5. *Demonstrate standards based mathematics instruction using technology, simulated learning, and non-traditional teaching strategies.*
6. *Facilitate vertical mathematics alignment between levels.*
7. *Assist teachers with backwards design, lesson planning, assessment and pacing with state adopted standards.*
8. *Provide professional development and support for teachers and administrators in developing and delivering lessons that integrate various content areas in a technology-rich, standards-based environment.*
9. *Utilize effective assessment tools for ongoing evaluation of staff development in specified content.*
10. *Collaborate with the Department of Secondary Instruction in developing staff development and curriculum design.*
11. *Assist staff/ school administration in accessing information/ resources to support instruction.*
12. *Actively participate in opportunities to increase professional skills.*
13. *Conduct missions, programs, and other educational activities related to the Challenger Learning Center with positive and encouraging rapport with students and other program participants.*
14. *Provide support to after school extra-curricular STEM activities.*
15. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
16. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
17. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
18. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
19. *Evenings and weekend work may be required.*
20. *Perform such other tasks as may be assigned*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*

3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____

