



# RIALTO UNIFIED SCHOOL DISTRICT

## Coordinator: Secondary Math Management Job Description

### DEFINITION

Under the direction of the Lead Innovation Agent, the Secondary Math Coordinator is responsible for coordinating, designing, organizing, and providing materials, strategies, and interventions supporting the California Common Core State Standards (CCSS) for Mathematics. This includes the implementation of curriculum and fostering of strong teacher instructional practices. In addition, the position demands the development and implementation of a strong secondary mathematics coaching model and ongoing assessment of programs related to the California CCSS for Mathematics.

### ESSENTIAL DUTIES

- Improve teachers' mathematics content knowledge.
- Plan professional learning to change the mathematical mindsets of teachers, administrators, and students.
- Assist teachers to integrate Standards for Mathematical Practice (SMP) to everyday instruction.
- Improve teachers' ability to understand, plan and assess student progress toward meeting mathematics standards.
- Improve teachers' content, management, and instructional strategies to better address the needs of all students in a positive environment.
- Build the capacity of district administrators, site principals, and their leadership teams in the California CCSS for Mathematics, curriculum, and instructional leadership.
- Develop, plan, and coordinate professional development and coaching in the California CCSS for Mathematics.
- Lead workshops, presentations, study groups, or committees.
- Assist teachers and administrators with assessing, planning, implementing and evaluating California CCSS Mathematics instruction.
- Establish and maintain clear communication and cooperative working relationships with a variety of educators and stakeholder groups, including parents and community members.
- Use data to analyze effectiveness of California CCSS Mathematics instruction and intervention and work with teachers and administrators to plan and implement strategies for evidence-based improvement.
- Facilitate and model effective collaborative communication to support professional learning communities.
- Supervise, coordinate, and evaluate the staff involved in secondary California CCSS Mathematics.
- Work collaboratively with the secondary school sites to effectively select, implement, and evaluate educational programs aligned to the California CCSS for Mathematics.
- Complete state required reports in a timely fashion.
- Work with teachers to design assessments that align with CAASPP.
- Perform other duties as assigned by the Lead Innovation Agent and/or Designee.

### QUALIFICATIONS

#### Knowledge of:

- Principles and current, best practices of instruction, curriculum, professional development and assessment, including multiple ways to differentiate instruction to meet the needs of a range of learners
- California Common Core State Standards for Mathematics
- Professional Learning Communities (PLC) and Response to Intervention (RTI)
- Research based mathematics instructional practices
- Targeted student populations and effective instructional practices that support their development
- Project Based Learning

#### Ability to:

- Work independently and as part of a team
- Motivate, challenge, and guide others in the improvement of educational outcomes of students in mathematics.
- Use technology as a tool to support student learning in Mathematics
- Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people.
- Effectively use time and resources to accomplish project objectives.
- Effectively use oral and written communication.
- Demonstrate effective instructional practices, strategies and teaching methods.

**EXPERIENCE AND EDUCATION**

**Experience:** Three (3) or more years of successful teaching experience in secondary math, strong experiences in building capacity and expertise of secondary math teachers, strong professional development experiences in secondary CCSS math. Have a proven ability to perform a high level of competence in positions of leadership, responsibility, and professional development.

**Education:** Master’s degree from an accredited university; Also required: Bachelor’s degree in mathematics, valid California Teaching Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

**PHYSICAL DEMANDS**

**Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver’s license and use of a private vehicle.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

- Occasionally/low - up to 3 hours
- Frequently/Medium - 3 to 6 hours
- Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.***

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes