

# Somerset County Public Schools

## Job Description

**Job Title:** Elementary Math-Science Coordinator  
**Department:** Instruction  
**Reports To:** Assistant Superintendent & Elementary Supervisor  
**FLSA Status:** Exempt  
**Prepared By:** Tracie Holland/Doug Bloodsworth  
**Prepared Date:** 7/7/2010  
**Approved By:** Board of Education  
**Approved Date:** 10/12/2010

### I. Summary

This position assumes responsibility for instructional coordination, program evaluation, curriculum development, Classroom Focused Improvement Process (CFIP) Data Analysis, intervention, and staff development activities for math instruction in grades PK-8 through Algebra I and science instruction in grades PK-5 by performing the following duties.

### II. Essential Duties and Responsibilities include the following:

Other instructional and administrative duties may be assigned by the Assistant Superintendent or Superintendent. Works closely with other instructional supervisors and coordinators.

#### **Duties - Instructional**

- Observes and coaches classroom instruction and conducts conferences with teachers following observations.
- Provides input to principals for evaluation of classroom instruction.
- Coordinates and develops curricula, curriculum guides, and common and benchmark assessments for math in grades PK-8 through Algebra I and science instruction in grades PK-5.
- Plans and conducts in-service activities to introduce, interpret, develop and support programs of instruction.
- Provides leadership in development, selection and use of instructional materials.
- Participates as needed in parent conferences, IEP meetings, retention conferences, grade level meetings and SIT team meetings.
- Ensures that various reports, forms, and documents such as common assessments, benchmarks, performance assessment tasks, book level tests and curriculum guides are produced, delivered to, and monitored for each school.
- Assists in guiding use of Performance Matters.
- Plans for the development or revision of various forms and documents when needed.
- Provides leadership and supervision for transition to the Common Core Curriculum.
- Provides leadership and supervision for incorporation of 21<sup>st</sup> Century Skills.
- Assists in implementation of technology integration in instruction including the *SuccessMaker* Math Program.

- Represents Somerset County at state level meetings and disseminates information related to instructional initiatives in math and science.
- Provides professional development and support for Co-teaching at the elementary level.
- Coordinates and promotes continuous use of the CFIP process.
- Provides training in use of Performance Matters.

#### **Duties-Administrative**

- Participates in recruitment, selection, and assignment of instructional personnel.
- Administers the purchase of books, materials and equipment for math and science instruction according to county and state policies.
- Establishes and leads committees to improve services.
- Participates on committees which address staff and/or system wide issues.
- Compiles data and completes annual plans, evaluations, monthly and yearly reports required by state and federal agencies.
- Compiles and completes grant proposals for outside agency funding.
- Provides continuous assistance to principals and supervisors in instructional and administrative issues by ensuring information exchange, coordination of efforts, decision making support and collaborative learning.
- Assists schools in keeping abreast of state mandates, district initiatives, grant opportunities and special programs.
- Provides professional development and technical assistance to principals on the school improvement process in the areas of math and science.
- Represents county at state level meetings for math and science.
- Coordinates and collaborates with community agencies such as head start, local businesses, etc. for student enrichment/development purposes.

### **III. Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **A. Education and/or Experience**

Master's Degree from an accredited institution in an educational field and at least three years of successful classroom teaching experience at the elementary/middle school level.

#### **B. Certificates, Licenses, Registrations**

Current Maryland State Teaching Certificate. An Advanced Professional Certificate with Administrator I or II endorsement is preferred.

#### **C. Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information and respond to questions from groups of students, administrators and the general public. Ability to interpret and write grant proposals is preferred.

**D. Mathematical Skills**

Must have a thorough understanding of the PK-Algebra I mathematics curriculum, ability to calculate figures and amounts relating to school finance and planning and ability to apply concepts of basic statistical analysis for instructional improvement.

**E. Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**F. Technology Skills**

To perform this job successfully, an individual should have the ability to access and use Internet resources as well as to effectively use production, presentation, instructional and administrative software; understand and promote instructional technology integration; and have the ability to expand job knowledge as new technology applications develop through training and participation in workshops and professional development.

**G. Other Skills and Abilities**

Ability to motivate persons of diverse backgrounds through explicit leadership qualities and good interpersonal skills. Keeps abreast of changes and development in the profession by joining professional organizations, attending professional meetings, reading professional journals and other publications.

**H. Other Qualifications**

Must be able to travel to all elementary schools in Somerset County. Must be willing and able to travel to several out of town and overnight meetings and trainings. Must be dependable. Ensures work responsibilities are covered when absent. Arrives for meetings and appointments on time.

**IV. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**V. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.