

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Mathematics Mentor/Coach K-8

REPORTS TO: Assistant Superintendent and under the general supervision of the building administrator(s).

JOB GOAL: Provide leadership and support for classroom teachers and administrators towards achieving comprehensive, research- based school reform in mathematics. This position is supportive rather than supervisory.

QUALIFICATIONS:

1. Master's degree in education, concentration in Mathematics;
2. MDOE certification 020 General Education (K-8) and/or 300 Mathematics (7-12),
3. At least 3 years successful teaching math experience and experience collaborating with adults,
4. Thorough knowledge of math development for the K-8 student population,
5. Excellent written, verbal and interpersonal communication skills, and
6. Successful background, criminal records, fingerprinting and reference check

PERFORMANCE RESPONSIBILITIES:

- Presents and facilitates research based instructional approaches for staff
- Establishes regular communication with the classroom teachers, other building staff Principal regarding research-based best practices in math instruction,
- Conferences with individual teachers and grade-level teams about student work in math to determine action steps for improving instruction
- Provides demonstration lessons in classrooms and coaching to assist teachers in providing organization and management of math instruction, and delivering quality math instruction
- Provides training in the administration of math assessments including informal math inventories and monitors results to inform professional development decisions and classroom instructional support
- Facilitates professional development through study groups, inquiry groups and teacher action research groups for the purpose of furthering teacher inquiry towards best practices in math instruction
- Assists with analyzing student data and meeting with building administrators and teachers to discuss student progress and needs
- Assists administrators with the acquisition of resource materials

- Participates in monthly staff meetings, follows through on tasks discussed, and readily shares information with educational staff members
- Works with the administration and other specialists to research assessment tools that help identify our population of students, and/or gain further diagnostic information about student needs
- Is educated on the requirements of any district adopted math program
- Assist in the development of a budget for supplies and instructional math materials.
- Participates in ongoing professional development to stay current on math research and practices and shares these practices through coaching
- Maintains confidentiality regarding records, conversations, test results, and classroom work
- Performs all other related duties as assigned by the Principal and/or Assistant Superintendent

EVALUATION:

Performance evaluations will be completed annually by the assigned Administrator in accordance with Board policy.

TERMS OF EMPLOYMENT:

School Year position

Per negotiated Augusta Educators' Association

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____