



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: **Math Coach**

Position Type: <b>Certified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Certified</b>	Location: <b>Schools</b>
Reports to: <b>Deputy Superintendent of Curriculum, Instruction &amp; Assessment</b>	
Term of Employment: <b>10 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>December 20, 2018</b>

### **POSITION SUMMARY:**

The Math Coach is a certified teacher whose primary role is to provide instructional staff members with strategies, tools, and techniques to effectively teach math to all students.

*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.*

### **ESSENTIAL FUNCTIONS:**

- Supports the teaching, learning, and assessment of the 2010 Arizona Mathematics Standards (AZ College and Career Ready Standards) and the implementation of adopted and other research-based programs at all grade levels.
- Collaborates with classroom teachers to provide high quality standards-based teaching, learning, and assessment in mathematics.
- Provides instructional support by: formal and informal discussions with individual teachers; coaching; co-planning; demonstration lessons with pre and post discussion/analysis; co-teaching; study groups; staff meetings; professional development workshops/in-services/district courses.
- Provides mathematics instructional support by locating, developing, and providing needed mathematics curriculum resources.

- Supports differentiated instruction and the integration of appropriate mathematics strategies/interventions for all students.
- Assists teachers with development and analysis of classroom-based and grade level mathematics formative assessments.
- Supports the integration of mathematics and technology into the instructional process.
- Actively participates with other Math and Instructional Coaches in regularly scheduled professional development to enhance leadership capacity.
- Communicates clearly and accurately with all audiences.
- Demonstrates flexibility and responsiveness.
- Works cooperatively with all staff members.
- Contributes to the school and district.
- Grows and develops professionally.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Effectively determines and clearly communicates instructional goals.
- Displays understanding of the different approaches to adult learning and aligns them with instructional goals.
- Provides professional development for staff that is related to district goals that promote collaboration.
- Utilizes data to determine adult learning priorities.
- Recognizes the value of understanding the learning communities' interest and/or cultural heritage.
- Demonstrates knowledge of the alignment of curriculum with Arizona Academic Standards.
- Shows evidence of collecting, analyzing and disaggregating data for the purpose of improving student achievement and evaluating curriculum and instructional goals.
- Assists the staff in understanding and aligning the curriculum content standards.
- Recommends adjustment in curricular, assessment and instructional strategies resulting from the analysis of data.
- Utilizes technology in developing curricular, instructional, and assessment strategies.
- Displays awareness of resources.
- Has an accurate impression of the lessons' effectiveness, the extent to which it achieved its goals, and can cite general references to support the judgment.
- Displays pedagogical knowledge as outlined in the Arizona State Professional Teaching Standards.
- Designs and achieves a yearly professional development plan in conjunction with the primary evaluator.
- Participates in professional development activities.
- Helps to design and implement professional development plans and/or assists teachers in achieving their goals.

- Uses the professional day in a productive manner.
- Completes assigned tasks and projects in a competent and timely fashion.
- Communicates and responds in a competent and timely fashion.
- Applies knowledge gained from professional development activities.
- Persists in seeking effective approaches for students and staff who need help.
- Works to develop a repertoire of leadership strategies.
- Communicates the mission, vision, and goals of district/school in multiple ways to appropriate audiences.
- Applies district policies and administrative procedures fairly and consistently.
- Adheres to legal and procedural guidelines (i.e. Board Policy, ELL, Special Education).
- Demonstrates receptivity to ideas, issues, and concerns presented by constituents.
- Must meet any additional specific job requirements as indicated by the school.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Effectively uses technology as a tool for planning and implementing instructional strategies.
- Demonstrates flexibility, common sense, and good judgment.
- Demonstrates excellence in working with students and adults.
- Demonstrates commitment to professional collaboration.
- Possesses familiarity with State Assessments, District Assessments, and formative assessment.
- Demonstrates excellence in teaching.
- Understands curriculum design and best practices in instructional strategies.
- Models lessons using best practices in instructional strategies.
- Demonstrates professionalism in attitude and behaviors.
- Demonstrates effective coaching techniques.
- Demonstrates the ability to work independently with minimal supervision and/or assistance.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.

- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.
- Math Endorsement required.

**EDUCATION AND/OR EXPERIENCE:**

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Master's degree preferred, with a minimum of five years effective teaching experience.
- Experience with technology supported by DV Tech Pro is preferred.
- Working knowledge of ASPIRE is preferred.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to explain mathematical concepts in a variety of ways.
- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- 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.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*