



Columbia County School District Job Description

Position Title: Instructional Math Coach		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the Title I Director in accordance with Policy GBI- Evaluation of Personnel	
Pay Grade: Teacher Salary Schedule based on certificate level and years of acceptable experience	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: I Director, Department of Student Learning		

MINIMUM QUALIFICATIONS

Education: Valid teaching certificate, with mathematics field at the T-5 or L-5 level; at least three years successful teaching experience in math; Master’s Degree in math preferred.

Essential Knowledge/Skills: Experience in or capable of providing professional learning for math teachers, administrators, and paraprofessionals; knowledge of data analysis and its application for the improvement of student learning; keen understanding of the teaching/learning process; excellent communication and speaking skills; ability to work cooperatively with other professionals; ability to integrate The physical activity of this position requires: Standing, walking, pulling, fingering, talking, hearing and repetitive motions.

The physical requirements are considered light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. The employee is required to have close visual acuity to perform an activity to such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes technology into the curriculum and to use technology as a presentation tool. The employee is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes. The employee is subject to outside environmental conditions: No effective protection from weather. The employee is subject to both environmental conditions: Activities occur inside and outside.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Provide on-site professional learning for school system and school initiatives as well as individual needs.
- Use disaggregated student data to determine professional learning priorities, to monitor progress, and help sustain continuous improvement.
- Model effective instructional practices and conduct co-teaching assignments when applicable.
- Provide research-based instructional strategies.
- Deepen teachers’ content knowledge in the area of math.
- Assisting and training teachers in disaggregating data in Data Director for facilitating professional learning at each benchmark period.
- Collaboratively problem-solve student and curriculum concerns and provide for effective transitions and vertical alignment between grade levels and schools.

- Provide training on “How to create rigor and relevance in a standards-based classroom”. Support teachers in the use of appropriate classroom assessments to guide instruction.
- Support teachers in establishing and sustaining effective classroom routines and procedures for the purpose of student learning.
- Observe and provide non-evaluative feedback to teachers.
- Provide teachers with the strategies needed to work with at-risk students.
- Attend content-related conferences, seminars, and workshops for professional growth.
- Create web-casts and professional learning links to publish on Professional Learning Webpage for teacher access.
- Train teachers in the use of formative assessments.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: November 2015