

DRAFT  
Miami-Dade County Public Schools  
Job Description

CLASS TITLE: Mathematics Coach

JOB CODE: TBD

DEPARTMENT: Curriculum and Instruction    Salary Schedule: AO/CO

DATE: 8/20/08

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### **BASIC OBJECTIVES**

The Mathematics Coach (K-5/6, 6-8, 9-12) will direct instructional services related to mathematics for students and provide technical assistance to teachers implementing the Comprehensive Mathematics Plan at the school level. Emphasis will be on utilizing the coaching model to facilitate the successful implementation of research-based mathematics instruction. The Mathematics Coach plays a pivotal role in the success of the school's mathematics program.

### **JOB TASKS/RESPONSIBILITIES**

1. Assists with the coordination and implementation of the Comprehensive Mathematics Plan, District Mathematics Curriculum, and Florida's Mathematics Standards.
2. Utilizes the coaching model (planning, demonstrating, providing feedback) with teachers at the school site.
3. Assists administration and classroom teachers in the interpretation of student assessment data.
4. Facilitates mathematics learning teams.
5. Participates in professional development and shares the content with school-site personnel.
6. Plans and implements a professional development schedule and provides site-based professional development in mathematics content, instructional strategies, literacy, and technology to staff that is aligned to the needs of students based upon student assessment data.
7. Performs other duties comparable to the above, as these duties describe only the typical, primary features of the job.

### **PHYSICAL REQUIREMENTS**

There is light physical work which requires the following physical activities: mobility, sitting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed indoors. Frequent travel within the county may be required.

**MINIMUM QUALIFICATIONS**

1. Minimum of three years classroom teaching experience in Mathematics and/or elementary education with appropriate certification.
2. Certification in Elementary Education (Grades K-6), Middle School Mathematics (Grades 5-9), and/or Mathematics (Grades 6-12).
3. Ability to work with and serve in a collaborative role between administrators, teachers, students, school staff, and community members.
4. Ability to prepare and deliver presentations and workshops that may include grade-level specific mathematics content to varying audiences, including teachers and administrators.
5. Demonstrate an in-depth knowledge of mathematics and principles of effective mathematics instruction.
6. Ability to analyze data and use it to inform instruction.
7. Ability to communicate effectively in both oral and written forms.