

Job Title: Coordinator Math Intervention**Wage/Hour Status:** Exempt**Reports to:** Director Curriculum & Intervention**Pay Grade:** 105**Dept/School:** Teaching and Learning
2024**Date Revised:** November 1,

Primary Purpose

Work directly with interventionists and the campus leadership teams to improve math instruction for all students, particularly those with unique learning needs or who are performing significantly below grade level. Collaborate extensively with stakeholders to support the vision, philosophy, and goals of the district's curriculum and instructional plan to advance student achievement and progress in math.

Qualifications**Education/Certification**

Master's Degree
Valid Texas Teaching Certificate

Special Knowledge/Skills

- Strong instructional ability as a classroom teacher
- Demonstrated ability in communication, organizational, presentation, curriculum writing, and implementation skills
- Knowledge in mathematics

Experience

Three (3) years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES**Instructional Management**

1. Plan for and organize the delivery of the district's secondary mathematics instructional programs to ensure implementation of adopted curriculum.
2. Create and manage mathematics district course numbers.
3. Assist Guidance Services with transcript audits as requested.
4. Assist schools to increase student participation and success in Pre-Advanced Placement, Advanced Placement and Dual Credit, IB, Dual Enrollment and specialty math courses.
5. Plan for and organize the delivery of the district's math instructional programs to ensure implementation of adopted curriculum.
6. Adhere to local, state, federal rules, regulations and policies.
7. Coach teachers to increase student achievement by promoting quality instructional practices that support active learning that is student-centered and equitable, with the teacher facilitating rather than lecturing.
8. Provide demonstration teaching best practices.
9. Plan, implement, and evaluate instructional programs with teachers and principals.
10. Assess, develop and implement the use of technology.
11. Participate in the selection of all state and locally adopted textbooks and materials as assigned.
12. Work with facilitators district-wide to coordinate and implement a rigorous math curriculum that provides academic pathways to college and careers.
13. Develop programs, with teachers, designed to increase student self-esteem.
14. Keep informed about national, state, and district programs and trends.

Communication and Community Relations

15. Maintain high visibility in the educational community.
16. Participate in district and community activities.
17. Promote and provide information to the community regarding high school math.
18. Plan and chair committees and/or meetings assigned by immediate supervisor.
19. Promote and communicate high expectations of teacher and student performance.
20. Assist and promote safety procedures in the district.

Professional Growth and Development

- 21. Organize, plan and implement professional development programs.
- 22. Assist in conducting training sessions for teachers.
- 23. Review research and other findings in the content area on which to base staff development programs.
- 24. Keep informed on the latest research trends and development for staff development training.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.