

<b>Job Title:</b>	Facilitator Secondary Mathematics	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Curriculum and Instruction	<b>Pay Grade:</b>	105
<b>Dept/School:</b>	Curriculum and Instruction	<b>Date Revised:</b>	November 1, 2024

**Primary Purpose**

Assist the Director, principals, and teachers in planning, developing, training, implementing, and evaluating curriculum and instructional practices for mathematics. Plan, organize and assist with professional development. Assist teachers and principals in implementation of the Math Texas Essential Knowledge and Skills (TEKS).

**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 the 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

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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.