

<b>Job Title:</b>	Facilitator Middle School Mathematics	<b>Wage/Hour Status:</b>	Daily, Exempt
<b>Reports to:</b>	Director Curriculum & Instruction	<b>Pay Grade:</b>	D8
<b>Dept/School:</b>	Curriculum & Instruction	<b>Date Revised:</b>	August 21, 2017

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### **Primary Purpose**

Assists the Director, principals, and teachers, in planning, developing, training, implementing, and evaluating curriculum and instructional practices for middle school mathematics. Plans, organizes and assists with professional development. Assists 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 middle school mathematics

#### **Experience**

Three years teaching experience

### **MAJOR RESPONSIBILITIES AND DUTIES**

#### **Instructional Management**

1. Plans for and organizes the delivery of the District's middle school mathematics instructional programs to ensure implementation of adopted curriculum.
2. Creates and manages Mathematics district course numbers.
3. Works with Advanced Academic Services to assist schools to increase student participation and success in middle school Pre-Advanced math courses.
4. Plans for and organizes the delivery of the district's math instructional programs to ensure implementation of adopted curriculum.
5. Adheres to local, state, federal rules, regulations and policies.
6. Coaches 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.
7. Provides demonstration teaching the best practices.
8. Plans, implements, and evaluates instructional programs with teachers and principals.
9. Assesses, develops and implements the use of technology.
10. Participates in the selection of all state and locally adopted textbooks and materials as assigned.
11. Works with facilitators from Connecting Languages, Special Education, and Advanced Academic Services, and Instructional Technology to write and implement a rigorous math curriculum that provides the academic pathways to college and careers.
12. Develops programs, with teachers, designed to increase student self-esteem.
13. Keeps informed about national, state, and district programs and trends.

#### **Communication and Community Relations**

14. Maintains high visibility in educational community.

- 15. Participates in district and community activities.
- 16. Promotes and provides information to the community regarding middle school math.
- 17. Plans and chairs committees and/or meetings assigned by immediate supervisor.
- 18. Promotes and communicates high expectations of teacher and student performance.
- 19. Assists and promotes safety procedures in the district.

**Professional Growth and Development**

- 20. Organizes, plans and implements professional development programs.
- 21. Assists in conducting training sessions for teachers.
- 22. Reviews research and other findings in the content area on which to base staff development programs.
- 23. Keeps 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**

Maintains 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.