



**TITLE: INSTRUCTIONAL SERVICES SPECIALIST
7-12 Mathematics**

WORK YEAR: 205 Work Days

NON-WORK: 44 Days

REPORTS TO: Director of Instructional Services

PRIMARY FUNCTION:

Working under the direction of the Director in the Secondary Education Department, the 7-12 Mathematics Specialist will provide instructional leadership in secondary mathematics. Functioning as a collaborative member of the Secondary Education Department, the Instructional Services Specialist will lead a professional learning community for blended learning, support implementation of Common Core State Standards, instruction, and assessment, facilitate the creation of units of study, develop online and material resources, and facilitate staff development resulting in improvement of instructional practices and student outcomes, specifically in the area of mathematics preparedness and success.

ASSIGNED RESPONSIBILITIES:

- Contribute to improved student achievement and increased college and career readiness by implementing research and standards-based planning, instruction, assessment, technology and intervention.
- Lead vertical articulation efforts with teachers and administrators. Work with other staff to ensure a consistent, cohesive and carefully articulated instructional program across all sites.
- Contribute to providing support for student learning and achievement as a member of support and accountability teams and other assignments.
- Prepare and deliver written and oral presentations and reports to principals, parents, community members, and the Board.
- Monitor budgets related to assigned areas of responsibility. Ensure that programs and events comply with legal, district, federal state, and local regulations and guidelines.
- Collaborate and coordinate with community stakeholders and outside resources.
- Design blended and online professional development and collaboration using tools such as Haiku, blogs, web-based applications, and social media.
- Perform other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Comprehensive organization, activities, goals and objectives for secondary schools.
- School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration (including Collective Bargaining Agreement), supervision and training.
- District procedures and regulations.
- Current instructional standards, curriculum and instructional delivery, standardized assessment and accountability requirements.

Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Work effectively in the absence of supervision
- Establish and maintain cooperative and effective working relationships with others
- Work in a diverse socio-economic and multicultural community.
- Maintain consistent, punctual and regular attendance
- Train and evaluate the performance of assigned staff
- Interpret, apply and explain rules, regulations, policies and procedures
- Operate a computer and job-related equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*)

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- Valid California Single Subject Mathematics Teaching Credential with English Learners Certification
- Valid California Administrative Services Credential preferred
- Master's Degree
- A minimum of five (5) years of successful experience as a classroom teacher
- Demonstrated success in student outcomes for Mathematics
- Teaching, instructional coaching, or administrative experience working with a diverse socio-economic and multiethnic school population in the area of social studies
- Evidence of successful impact on Mathematics instructional program
- Ability to build collegial relationships for the purpose of increasing student college and career readiness
- Must possess a valid driver's license