SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SUBJECT AREA SPECIALIST – MATHEMATICS

QUALIFICATIONS:

(1) Master's Degree from an accredited educational institution.
(2) Certified by the state of Florida in the assigned curriculum area.
(3) Minimum of five (5) years successful teaching and/or administrative experience.
(4) Experience in Administration and Supervision preferred.
(5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of assigned content or service area. Ability to express facts and ideas clearly and concisely, both orally and in writing. Ability to organize time and materials. Ability to prioritize tasks and responsibilities. Knowledge of state and District curriculum and assessment priorities and related statutes, rules and policies. Knowledge of child growth and development, learning theory and current best practices. Ability to use computer hardware and software to accomplish instructional and administrative functions. Ability to interact effectively with professional staff, parents and students.

REPORTS TO:

Director I – Staff Development & Curriculum Training

JOB GOAL

To provide information, resources, training and support for effective strategies and technologies for quality education of students.

SUPERVISES:

Teacher on Special Assignment – NAS (with Science)
Administrative Secretary II
Administrative Clerk II

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1) Provide coordination and delivery of training and support services in assigned area.
* (2) Coordinate project services to focus on accomplishing project goals and objectives in concert with District goals and priorities.
* (3) Coordinate the planning, implementation, articulation and evaluation of assigned curriculum program or services.
* (4) Assist in writing grant proposals and manage grants as needed.
* (5) Demonstrate knowledge and understanding of assigned curriculum, program or service area.
* (6) Assist in the evaluation and selection of materials, equipment or other products to provide services to the District, schools, teachers and/or parents.

SUBJECT AREA SPECIALIST – MATHEMATICS (Continued)

* (7) Assist school personnel in implementing programs.

Inter / Intra-Agency Communication and Delivery

* (8) Serve as liaison to the Florida Department of Education as assigned.
* (9) Direct and coordinate project planning to involve District and school personnel, community representatives and others when appropriate.
*(10) Serve as a program services consultant to staff members and to District, school, family and community members.
*(11) Maintain a close working relationship with District and school personnel to ensure information exchange, coordination and support for the decision-making process and the collection of feedback concerning services.
*(12) Respond to inquiries or concerns in a timely manner.
*(13) Keep the Director informed about potential problems or unusual events.

Professional Growth and Improvement

*(14) Facilitate the development, implementation and evaluation of staff development activities in content, service or project area.
*(15) Keep well-informed about current trends and best practices in content, service or project area.
*(16) Keep abreast of federal and state laws, rules and policies relevant to assigned area.
*(17) Maintain expertise in assigned area to fulfill project goals and objectives.
*(18) Set high standards and expectations for self and others.
*(19) Conduct needs assessments, provide awareness activities and deliver or coordinate professional development training to assist the District with curriculum revision or program implementation.
*(20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
*(21) Model principles of learning and effective teaching in instructional delivery.
*(22) Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.

Systemic Functions

*(23) Assist in maintaining appropriate coordination among the various programs related to instructional services.
*(24) Prepare and submit required reports and maintain appropriate records.
*(25) Assist in developing and implementing the department budget.
*(26) Serve on District, state or community councils or committees as appropriate or assigned.
*(27) Support the goals and priorities of the District.
*(28) Represent the District in a positive and professional manner.
(29) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

*(30) Establish or assist in establishing goals and objectives for programs or projects.
*(31) Support and participate in the implementation of the District's Strategic Plan.
*(32) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
*(33) Serve as member of the instructional services team.
*(34) Use appropriate styles to motivate, gain commitment and encourage positive change or task accomplishment.
*(35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

SUBJECT AREA SPECIALIST – MATHEMATICS (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

***Essential Performance Responsibilities**

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 12

Date of Board Approval: August 21, 2001

Date of Revision: May 17, 2005

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