**JOB DESCRIPTION**

**POSITION TITLE:** Elementary Mathematics Professional Learning Specialist  
**JOB CODE:** 397E

**DIVISION:** Academic – Teaching & Learning  
**SALARY SCHEDULE:** Teacher

**DEPARTMENT:** Instruction & Innovative Practice  
**WORK DAYS:** 188

**REPORTS TO:** Supervisor, Mathematics  
**PAY GRADE:** CIT (4, 5, 6 or 7)

**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Provides professional learning support to schools for mathematics content and instructional strategies.

**REQUIRED:**

1. **Educational Level:** Bachelor Degree required; Master Degree preferred
2. **Certification/License Required:** Valid Georgia Teaching Certificate
3. **Experience:** 5 years elementary mathematics teaching experience required; prefer experience as a math coach or other teacher leadership position, as well as completion of the math endorsement
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Written and oral communication; strong knowledge of mathematics content, curriculum, instructional and remediation strategies; initiative and the ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; facilitation and presentation skills; ability to leverage technology for professional learning

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. **Demonstrates prompt and regular attendance.**
2. **Works with Mathematics Supervisor to develop and implement face to face and technology-based professional learning.**
3. **Demonstrates mastery of mathematics content standards and the ability to communicate content accurately.**
4. **Assists in the development and production of mathematics digital professional learning modules.**
5. **Works collaboratively with school leaders and the Mathematics Supervisor to provide needed in-school professional learning.**
6. **Models effective mathematics teaching strategies.**
7. **Assists with analyzing national, state, and local assessment data as it relates to the school, to individual student achievement, and to the improvement of instruction in the area of mathematics.**
8. **Attends training sessions, as necessary, to stay current with mathematics content standards, instructional strategies, current research and professional literature.**
9. **Works collaboratively to lead professional learning for mathematics integration with other program areas.**
10. **Utilizes technology effectively to develop, support and conduct professional development.**
11. **Performs other duties as assigned by appropriate administrator.**