EMPLOYEE NAME: ____________________________________________

Created: 4/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Secondary Mathematics Professional Learning Specialist

JOB CODE: 397E

DIVISION: Academic – Teaching & Learning

DEPARTMENT: Instruction & Innovative Practice

SALARY SCHEDULE: Teacher

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.

REQUIREMENTS:

1. Educational Level: Bachelor Degree required; Master Degree preferred
2. Certification/License Required: Valid Georgia Teaching Certificate
3. Experience: 5 years secondary mathematics teaching experience required; prefer experience at both Middle and High School levels, and experience providing professional learning, as a teacher, leader or mathematics coach
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.
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.

Signature of Employee________________________________________ Date __________

Signature of Supervisor_______________________________________ Date __________