



## MATH COACH – ELEMENTARY

### Purpose Statement

The job of the job of Math Coach - Elementary was established for the purpose(s) of assisting classroom teachers and other instructional staff develop strategies, skills, tools, techniques, and capacity to effectively teach math to all students.

This job reports to the Principal – Elementary School.

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### Essential Functions

- Analyzes class and grade level data in mathematics at assigned elementary school for the purpose of sharing information with teachers and making informed decisions relative to instructional practices.
- Assesses skills and needs (both initially and ongoing) of teachers and students within an elementary school setting for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains in value-added scores in mathematics.
- Supports teachers to ensure small group activities are rigorous, differentiated, and aligned to standards.
- Leads and participates in ongoing job-embedded professional development (e.g. meetings, workshops, trainings, and seminars) for the purpose of conveying and/or gathering information related to math content knowledge, pedagogy, and coaching.
- Maintains a variety of manual and electronic files and/or records (e.g. TCAP, STAR, and other data regarding math proficiency) for the purpose of determining success of math coaching on student achievement.
- Mentors and coaches elementary teachers for the purpose of building capacity to teach and improving mathematics instruction.
- Prepares a variety of written and electronic materials (e.g. planning and pacing guides, classroom materials, reports, etc.) for the purpose of demonstrating best practices in math instruction, and/or conveying information to teachers, tutors, interventionists, etc.
- Coordinates with teachers for annual Family Math Night to increase family involvement in math education.
- Attends monthly coaches PD meetings off-site for collaborative learning.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides intensive interventions for elementary Rtl tier 3 math students.



# Williamson County Schools

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## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

**KNOWLEDGE** is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

**ABILITY** is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.



**EXPERIENCE:** Job related experience is preferred.

**EDUCATION:** High School diploma or equivalent.

**EQUIVALENCY:** None Specified

### **REQUIRED TESTING:**

Pre-Employment Drug & Alcohol Screening

### **CERTIFICATES & LICENSES:**

Teachers Certification and/or License

### **FLSA STATUS:**

Exempt

### **CONTINUING EDUCATION / TRAINING:**

### **CLEARANCES:**

Criminal Justice Fingerprint/Background Clearance

### **SALARY GRADE:**

Certified