

POSITION DESCRIPTION

Prodeo Academy, a PK-5thth grade public charter school serving the Twin Cities, is a meaningful education solution that is closing the opportunity gap through data driven instruction in a culture based on a foundation of five core values: Perseverance, Respect, Integrity, Development and Enthusiasm. Shared expectations around these values enhance the opportunity for our scholars to reach their full potential. We are looking for team members committed to helping our students access greater opportunities, achieve future success, and contribute to the vitality of our community.

Reports To: Principal and Academic Dean

VISION FOR POSITION

Under the direction of the Principal and Academic Dean, the responsibilities of the position fall into two categories. The Math specialist is responsible for providing direct instruction to students, individually or in small groups, to enable struggling students to develop Math skills. As a Math leader, the position is responsible for implementing a comprehensive Math program at the assigned school through coaching, supporting, and guiding teachers in best practices for Math instruction. The Math Specialist is also responsible for working with the Principal, Academic Dean, and the Director of Curriculum to ensure that the school has a strong math curriculum in each grade, which includes creating and revising curriculum and assessments. The Math Specialist also takes shared ownership over the school's math results and works with the Principal and Academic Dean to revise and problem solve as necessary.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Instruction

- Provides targeted instruction to students
- Adopts and articulates the most effective instructional practices
- Provides curriculum support and training for teachers and continuous staff development that supports school initiatives
- Models and coaches instructional methods in a variety of settings (whole group and small group) and provides follow-up support
- Participates in collaborative instructional planning
- Assesses students using a variety of measures to determine appropriate placement and specific instructional needs
- Performs other duties related to the content when assigned
- Creates and revises curriculum and assessments
- Evaluates and works to improve math programming across the school
- Analyzes math results across the school and works to constantly improve results

Classroom Management

- Radiates warmth; is a positive presence when standing in front of students
- Speaks with leadership and confidence
- Creates a positive staff culture
- Handles conflict and problems with a growth-mindset
- Creates a safe, predictable environment for students; has high expectations for students
- Values school-wide consistency and implementation of the most effective practices, follows school's Common Picture routines, procedures and expectations

Data Analysis

- Collaborates with the Academic Dean and lead planners on the use of assessment data to plan instruction; analyze school Math data and plan for future Math needs
- Sets and achieves ambitious goals with students
- Manages and shares data regularly
- Develops Data Driven plans every 6 weeks for small groups and individuals
- Remains grounded in content standards and objectives in order to facilitate integrated and concept based instruction

Professional Development

- Attends all professional development offered by the school, including a 2-week training in August
- Attends coaching meetings, is receptive to frequent observations, and implements feedback
- Is organized and well-prepared for all sessions
- Follows through on next steps from professional development
- Works hard to achieve professional goals
- Is able to lead Professional Development in the area of Math Instruction, as requested by Principal

Grade Team Participation

- Attends, participates, and presents during meetings
- Approaches team work with humility and offers help even when it hasn't been asked for
- Shares resources, plans and ideas openly
- Maintains an organized system for the storage and circulation of Math and writing materials when necessary
- Remain grounded in content standards and objectives in order to facilitate integrated and concept based instruction

Communication

- Checks and responds to email and phone messages within 24 business hours
- Speaks kindly of others at all times
- Stays solutions-orientated when faced with complex challenges

SKILLS & REQUIREMENTS, DESIRED QUALIFICATIONS

General Requirements

- Education required: BA/BS degree
- Five (5) years of successful classroom teaching experience in which the teaching of Math was a responsibility, required
- Other Desired:
 - Record of exemplary results with students

PERSEVERANCE RESPECT INTEGRITY DEVELOPMENT ENTHUSIASM

- Advanced training beyond minimum license requirement
- Knowledge and application of assessment tools and data management
- Experience related to students who have experienced trauma
- Experience in behavior management techniques

Knowledge & Skills

- Outstanding attention to detail and willingness to get the job done
- Ability to communicate and interact effectively with multiple stakeholders
- Able to multi-task and work in a fast paced entrepreneurial environment
- Knowledge and proficiency of MS Office (Word, Excel, Powerpoint) and Google Suite