



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: MATH LAB-- INDIAN HILL SCHOOL**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Is a mathematics educator and/or has prior experience in teaching mathematics to children.
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To encourage student participation in mathematics as well as their enthusiasm for mathematics, and to enhance the students' ability to solve mathematical problems.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership:
  - a. Communicates with student body and encourages participation in the after-school Math Lab Program.
  - b. Prepares for and conducts twenty-five, after-school, one-hour sessions.
  - c. Develops appropriate learning experiences for each session appropriate to the age and skill of the participants.
  - d. Enables students of grades four and five to participate in an extension of the Indian Hill School Mathematics program.
  - e. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
  - f. Orders supplies and equipment needed to implement the Math Lab Program in accordance with district procedures.

- g. Accounts for program funds including, but not limited to monies obtained through fund raising efforts.

2. Student Management

- a. Provides supervision of all students involved in the Math lab during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
- b. Maintains necessary participants roster, attendance forms, eligibility records, and similar paperwork and provides information to the principal as required.

3. Professional Development

- a. Keeps informed about the current theories, techniques and materials used in the teaching of mathematics.
- b. Participates in continuous study and research, and/or attends relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

4. School and Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
- b. Cooperates and shares professionally with other members of the staff.
- c. Promotes school and community awareness of the Math Lab Program by providing information to the Principal and other relevant audiences.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other duties in connection with the Math Lab Program as assigned by the Principal or designee.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Personnel and with the Agreement between the Holmdel

Township Board of Education and the Holmdel Township  
Education Association.

**SOURCE:** Regular Public Board Meeting  
**DATE:** March 22, 1995