



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION:

MATHEMATICS COACH

QUALIFICATIONS:

1. New Jersey Certificate: Mathematics preferred.
2. New Jersey Certificate: Teacher of Elementary School
3. Minimum of five years' successful teaching experience in the area of Mathematics.
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Successfully completes required criminal history check and has proof of U.S Citizenship or legal resident alien status.
6. Such alternatives as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designated administrator.

JOB GOAL: To provide instructional services, in-service training, and support that will enable each student in the district to master the Mathematics skills appropriate to age, grade level, and individual capacity.

1. PERFORMANCE RESPONSIBILITIES:

- a. Assists teaching staff in developing cohesive unit plans that are aligned with the New Jersey Student Learning Standards.
- b. Facilitates weekly planning meetings with teaching staff.
- c. Releases teaching staff by providing instruction for his/her class so the teacher can observe a peer engaged in a particular literacy activity with the students.
- d. Co-constructing record keeping formats with teaching staff to monitor student growth.
- e. Offer strategies to teaching staff for managing Mathematics activities to run concurrently with small group instruction.
- f. Turnkey thorough authentic modeling and coaching small group lessons and one on one conferencing.
- g. Develops and implements a diagnostic process to identify students in the primary grades in need of early intervention to develop appropriate grade level skills in Mathematics.
- h. Develops and implements individual instructional programs for the identified students.
- i. Implements the individual intervention and support programs that will enable the identified students to develop the appropriate strategies for success in Mathematics.
- j. Interprets identified students needs and progress in Mathematics to the classroom teacher and the parent.

- k. Confers with parents concerning individual students having special Mathematics problems and with parents generally about the Mathematics program.
- l. Develops and maintains records and reports as are necessary to the assessment of the program's effectiveness.
- m. Conducts in-service workshops and demonstrations with regard to methods and materials appropriate to various levels of Mathematics instruction.
- n. Models Mathematics instruction in elementary classrooms, and, upon request of principals and/or teachers, helps develop strategies to improve Mathematics instruction.
- o. Assists in developing recommendations for the adoption and use of varied instructional materials, including textbooks, reference works, kits, trade books, audiovisual/technological aids.
- p. Consults with members of the Child Study Team and Intervention and Referral Services Committee.
- q. Interprets, as appropriate, test results and statistical data concerning Mathematics to the administration, staff, and public.
- r. Establishes a broadly based Mathematics materials center, including a professional library on Mathematics.
- s. Assumes other appropriate professional responsibilities as delegated by the K-12 Math/Science Supervisor and/or principal.

2. Student Management

- a. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- b. Implements all relevant policies and rules governing student life and conduct.
- c. Develops reasonable rules of classroom behavior in accordance with district policy and guidelines, and maintains order in the classroom in a fair and just manner.

3. Professional Development

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs in accordance with district guidelines.
- b. Attends staff meetings as required.
- c. Serves on staff committees on a voluntary basis.

4. School/Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians.
- b. Cooperates and shares professionally with members of the administration and other staff.
- c. Maintains confidentiality about students in accordance with state and federal law as well as district policy.
- d. Attends parent communication activities (i.e., Back to School Night, conferences) as designated in the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

- e. In accordance with prescribed state and federal law as well as with administrative procedures, informs parents of placement in the Achieve Improvement Program.
- f. Provides progress reports, on students assigned to the program to both classroom teachers and parents as required.
- g. Communicates with and assists teachers regarding objectives devised for each student and the materials being used to accomplish those objectives in their classrooms.

5. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties as designated by the building principal or designated administrator.

TERMS OF EMPLOYMENT: Ten month year. Salary established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: May 31, 2017