

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Professional Development Specialist for Mathematics

Supervisor: Assistant Superintendent for Curriculum and Instruction

FLSA Status: Exempt **Employee Group:** Certified

Qualifications:

1. Valid Professional Educator License
2. Master's Degree in Education or math endorsement preferred
3. Demonstrated aptitude in mathematics
4. At least five years successful teaching at the elementary level preferred
5. Staff development experience preferred

Terms of Employment:

- Nine (9) month teacher contract
- Attendance and participation in organization and professional development meetings
- Complete training for Elementary Instructional Specialists, as designated by the District

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Work with the Professional Development Coordinator, Building Principals, and Curriculum Director to provide professional development that effectively builds teachers' understanding of mathematics and implementation of effective classroom instruction.
2. Model effective, research-based instructional approaches in math for staff, incorporating effective differentiated instructional practices and rigorous, standards based content and provide onsite professional development in the classroom setting.
3. Work directly with teachers to plan for effective classroom instruction, with a focus on aligning mathematics instruction with appropriate standards, curriculum, and assessment.
4. Support teachers in developing differentiated, culturally relevant mathematics instructional strategies and practices to address the needs of all students, including gifted and at-risk students, so that all students demonstrate maximum growth.
5. Provide opportunities for teachers' professional learning by coordinating and supporting peer-to-peer observations.
6. Work with building Data Coaches to look at both formative and summative mathematics assessment results, and suggest and monitor intervention strategies and materials for Tier One instruction.
7. Collaborate with other Elementary Instructional Specialists and Secondary Instructional Coaches to enhance vertical articulation, continuity, and effectiveness of mathematics instruction.

8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.