JOB DESCRIPTION

TITLE: Mathematics Curriculum Coordinator (K-12)

REPORTS TO: Secondary Principals and Lead Elementary Principals

SUPERVISES: Teaching staff and clerical employees in Mathematics

JOB GOAL: To provide leadership, coordination, and innovation to help teachers increase their skills and improve their performance so that each district student may be provided with equal educational opportunities of a consistently high standard. To help teachers translate curriculum goals and objectives into meaningful learning experiences in Mathematics.

PERFORMANCE RESPONSIBILITIES:

Policy and Contract Administration
- Interprets and/or refers staff questions on Board policy and employment agreements to appropriate administrative personnel.
- Assists in the development of Board policies and procedures.
- Explains policy goals to departmental staff.

Planning
- Develops long and short range curriculum goals.
- Develops strategies for teacher supervision and evaluation.
- Develops inservice departmental goals in conjunction with the Assistant Superintendent, Instruction/Pupil Services and other appropriate administrative staff.
- Attends all administrator and coordinator meetings to promote interdisciplinary goals.
- Coordinates and oversees the selection of instructional materials in Mathematics.
- Advises the principals on class loads and teacher subject assignments.
- Serves as a consultant in the selection of instructional supplies, equipment, and books.
- Works with the Supervisor of Community Services in identifying and utilizing community resources for the department's program.

Conflict Resolution
- Maintains open communications to resolve conflicts at the lowest level.
- Counsels with departmental staff to resolve concerns and interdepartmental conflicts among the staff.
- Assists in providing information on certification and other requirements of state agencies that affect departmental staff.
- Assists the principals in mediating disputes which arise between departmental staff and the school community.
- Serves on the district negotiating team as assigned by the Superintendent.

Budgeting and Financial Planning - Grades 7-12
- Develops and administers the Mathematics budgets in conjunction with the building principals.
- Approves purchase orders for all departmental instructional supplies and materials at the junior and senior high schools.
- Develops bid specifications where necessary.
• Provides input to the building principals in approving departmental requests for attendance at professional meetings and conferences.

**Supervision and Evaluation - Grades 7-12**

- Conducts a program of teacher supervision leading to the improvement of instruction in Mathematics.
  Evaluates teacher performance and makes recommendations to the principals regarding departmental personnel.
- Conducts an ongoing program of curriculum evaluation.
- Evaluates the achievement and placement of students in Mathematics.
  Plans, improves, and oversees testing programs where appropriate in cooperation with the Assistant Superintendent, Curriculum, Instruction & Technology.
- Supervises and evaluates departmental clerical personnel.

**Staff Relations**

- Provides a framework in which staff can work cooperatively and share in decision-making.
- Provides leadership and support to professional and clerical staff.
- Conducts departmental meetings to keep members informed of policy changes, new programs, and the like.
- Works with professional and clerical staff in solving problems as they arise.

**Staff Development**

- Orient new teachers, substitutes, and paraprofessional personnel to their role within the department.
- Encourages staff members to participate in appropriate clinics, workshops, and state and regional meetings.
- Works jointly with the Assistant Superintendent, Curriculum, Instruction & Technology to develop and implement appropriate inservice activities in Mathematics.
- Involves departmental staff in curriculum planning and development.
- Observes, consults with, and assists individual classroom teachers in their instructional and classroom performance.
  Keeps informed of educational innovations and trends.

**School-Community Relations**

- Assists the principals in disseminating information on departmental activities to the community through various media including the newspaper, television, and radio.
  Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
- Ensures a climate free of discrimination and pupil harassment.

**Student Relations**

- Assists in providing an atmosphere of open communication between students, faculty, parents, and administrators.
  Serves as an advocate for students in their educational programs.
- Provides opportunities to counsel with individual students to meet individual problems as they arise.

**Curriculum**

- Works closely with the Assistant Superintendent, Curriculum, Instruction & Technology and building principals in developing appropriate curricular offerings within Mathematics.
- Implements, monitors, and evaluates curricular offerings.
• Coordinates the development and implementation strategies to assess student performance.
• Works closely with the building principals in developing appropriate curricular offerings within Mathematics.
• Supports a process which provides for a reasonable accommodation as defined under Section 504 of the Rehabilitation Act of 1973.
  Serves on related committees as requested by the Assistant Superintendent, Curriculum, Instruction & Technology.
  Develops recommendations on textbook selection, tests, and other instructional aids.
  Works cooperatively with the Assistant Superintendent, Instruction/ Pupil Services to evaluate and update curriculum guides.
• Coordinates departmental curricular revisions and the rewriting of course descriptions.
• Keeps up-to-date with publications and new trends in Mathematics.
  Conducts appropriate curriculum studies.
  Update student curriculum planning guides.

Discipline
• Communicates expectations regarding student behavior to students, staff, and parents.
• Counsels with students and teachers to assist in resolving individual pupil behavior problems.

Recruitment and Placement
  Assists the secondary principals in interviewing prospective teachers for Mathematics.
  Makes recommendations to the principals on the hiring and placement of teaching and support staff.

Communication
  Provides open lines of communication with students, teachers, and support staff.
• Communicates with other appropriate district administrators regarding issues and developments affecting Mathematics.

Other Responsibilities
  Attends local, state and national meetings as necessary to carry out the responsibilities of this job description subject to the approval of the Superintendent of Schools and budgetary restraints.
  Performs other duties that are self-initiated or may be assigned.

QUALIFICATIONS:
  Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction.
  A Master's Degree in Mathematics, or related field.
  Three years of successful teaching experience.

TERMS OF EMPLOYMENT:
  40 week contract.
  Salary determined annually on merit based upon evaluation of performance.
  All insurance and other fringe benefits provided by the individual administrator contract and addendums.
  Reimbursement for all actual and necessary expenses legitimately incurred in the performance of duties and included in the budget.

• REPRESENTS ESSENTIAL FUNCTIONS

BOARD OF EDUCATION