

# **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

## **EDUCATIONAL SERVICES DIVISION**

### **COORDINATOR, MATH**

#### **DEFINITION**

Under the direction of the Associate Superintendent of Educational Services. The Mathematics Coordinator is responsible for Mathematics content and pedagogical support to school sites and districts as required; providing professional development activities for teachers, coaches and administrators; facilitating group trainings, learning walks and classroom coaching for academic coaches, teachers and administrators through professional development and support.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize, coordinate and implement the educational services, professional development activities, instructional resources and support functions of the mathematics program for local school districts to enhance student learning and achievement; monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students.

Provide consultation and technical assistance to school district faculty, administrators, staff and others concerning mathematics and related programs; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Design, develop, implement, coordinate, conduct and follow up to provide staff development activities for faculty, staff and administrators concerning mathematics as directed; prepare and deliver oral presentations and explain related content, curriculum, principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

Coordinate activities and provide training and assistance to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum standards, assessment tools and instructional strategies.

Serve as a liaison and coordinate communications, activities and information related to mathematics between County Office administrators, personnel, school districts, outside organizations and the public; establish, support, facilitate and maintain partnerships.

Provide direction to school leadership teams through professional development coaching, mentoring, and serving as a content expert to assist schools and districts with initiatives focused on improving student achievement.

Monitor and evaluate the educational effectiveness of assigned subject area or program services; develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject area or program services in local school districts.

Provide staff assistance to the Associate Superintendent of Educational Services; prepare and present staff reports and other necessary correspondence; attend County Board of Education meetings as directed to present items for Board action and/or provide information concerning projects and related activities conducted by and/or located in the Santa Cruz County Office of Education.

Work directly with, and facilitate as necessary, groups of educators, public agency representatives and general public to provide information and coordinate services concerning projects, academic events, curriculum, and activities.

Seek sources of outside funding for the improvement of educational programs and services provided by the Santa Cruz County Office of Education.

Serve as a member of the Curriculum and Instruction team and jointly plan STEAM related events and trainings.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of STEM programs.

Respond to and resolve difficult and sensitive inquiries and complaints.

Prepare information releases and conduct public relations activities relating to programs and services provided by Santa Cruz County Office of Education.

### **OTHER JOB RELATED DUTIES**

Perform related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services and activities of assigned programs, projects, and grants.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles, practices, methods and strategies in integrating content standards, curriculum, instruction, and assessment.

Pertinent federal, state and local laws, codes and regulations.

Principles of child and human development.

Principles and practices of professional learning, curriculum development and instructional strategies.

Current trends, research and development in the area of STEM professional learning, STEM student instruction and STEM implementation.

California Common Core State Standards, California Next Generation Science Standards, and California Educational Reform documents.

**Skills and Ability to:**

Manage special events and multiple projects and have the ability to meet deadlines.

Use appropriate technology for creativity, collaboration, communication and critical thinking.

Interact with colleagues, staff, parents, students, partners and the public in a positive professional manner.

Establish, maintain and foster positive and harmonious working relationships with those contracted in the course of work.

Manage and coordinate the work of professional and technical personnel.

Provide administrative and professional leadership and direction for assigned programs, projects and grants.

Interpret and explain County Office of Educational policies and procedures.

Recommend and implement goals, objectives and practices for providing effective programs and services.

Analyze problems; identify alternative solutions; project consequences of proposed actions; and implement recommendation in support of goals.

Research, analyze and evaluate new services delivery methods, procedures and techniques.

Organize and conduct professional learning activities and coordinate curriculum and instruction projects, conferences, events, and activities.

Conduct and present effective professional learning programs.

Express ideas and concepts clearly and concisely in both oral and written form, and to work collaboratively with individuals and groups from varied cultures, backgrounds, and classifications.

### **EDUCATIONAL AND EXPERIENCE**

Any combination of education and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### **Education:**

Master's Degree preferred.

#### **Experience:**

Four years of increasingly responsible teaching and educational administration experience, preferably at both the elementary and secondary levels in Math and/or other STEM content areas.

#### **License or Certificate:**

Possession of valid California Teaching Credential preferably in the field of Math.

Possession of a valid California Administrative Services Credential .

Possession of, or ability to obtain, an appropriate, valid driver's license and California Auto Insurance.

### **SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approved: March 2018

