

Coordinator, Math

Purpose Statement

The job of Coordinator, Math is done for the purpose/s of providing support to the educational process with specific responsibilities for coordinating Mathematics content and pedagogical support; providing professional development activities; and implementing and maintaining professional services within established guidelines and standards.

This job reports to Assigned Administrator

Essential Functions

- Advises school district faculty, administrators, staff and others (e.g. concerning services, standards, requirements principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures, etc.) for the purpose of providing content expertise and ensuring implementation of programs in compliance with laws and regulations.
- Collaborates with others (e.g. administrators, school district personnel, school leadership, outside organizations, general public, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. staffing, scheduling, managing communications, negotiating contracts with vendors, reserving space, obtaining supplies, etc.) for the purpose of meeting instructional needs of local school districts and students.
- Facilitates professional development meetings, workshops, and seminars (e.g. group trainings, classroom coaching sessions, partnership meetings, etc.) for the purpose of building relationships and meeting program objectives.
- Maintains a variety of manual and electronic files and/or records (e.g. goals/results, fund balances/budgets, etc.) for the purpose of providing up-to-date reference, communicating program results, and complying with regulatory requirements and established guidelines.
- Monitors assigned programs and/or activities (e.g. effectiveness, participation levels, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Monitors fund balances of assigned programs and related financial activity (e.g. grant funding, vendor contracts/costs, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars (e.g. curriculum/instruction team, professional group meetings, board meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions and stay abreast of new trends and innovations in the field of STEM programs.
- Prepares a variety of written materials (e.g. instructional material guidelines and requirements, curriculum standards, assessment tools, staff reports, correspondence, information releases, website content, etc.) for the purpose of providing training, up-to-date reference, and communicating program results.
- Presents information to educators, public agency representatives, and the general public (e.g. projects, events, curriculum, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.

- Researches, writes and presents grant information for the purpose of securing alternative funding.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing content expertise, information and/or direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects and special events; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; principles and practices of curriculum development, standards, instruction and assessment; current trends, research and development in the area of STEM professional learning, student instruction and implementation; California Common Core State Standards; California Next Generation Science Standards; and California Educational Reform documents.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience within a specialized field is required.

Education (Minimum): Bachelors degree in job-related area.

Equivalency: The above levels of Experience and Education has been found to be a minimum requirement for successful job performance. Relevant closely job-related experience, education, certificates and/or licenses may be substituted.

Required Testing

None Specified

Certificates and Licenses

Valid CA Teaching Credential
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status
Exempt

Approval Date

Revised Date

Salary Grade