

# EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

## JOB DESCRIPTION

### **MATH SPECIALIST**

#### **Minimum Qualifications:**

- Ohio Educator License in Mathematics or Advanced Degree in Mathematics Education
- Five (5) years of teaching experience in K-12 mathematics or higher education mathematics education
- Possess a deep and broad knowledge of mathematics content, expertise in using and helping others use effective instructional practices, and the ability to support efforts to help all students learn mathematics
- Working knowledge of theory and research on current best practices and instructional materials in math
- Ability to evaluate instructional methodology related to Ohio 's content standards
- A record of collaboration in the professional community
- Demonstrated skill in oral and written communications.
- Ability to work with various constituencies including classroom teachers, principals, district administrators, regional service providers and ODE staff.
- Knowledge of adult learning theory.
- Proficient in Microsoft Word, Excel, and Power Point
- Excellent interpersonal skills
- Demonstrated ability to prioritize multiple assignments and meet deadlines with minimal direction
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Director of Literacy and Learning

#### **Job Objectives:**

The Mathematics Specialist position fulfills three roles: Consultant, Coach and Facilitator. As a Consultant, the specialist will assist districts with options for targeted instruction and additional intervention strategies. As a Coach the specialist works with districts and teachers to identify areas of professional need and provides resources and

strategies to address these. They can provide model lessons and assist with planning lessons and units. Specialist can assist with securing materials, resources, and data. As a Facilitator, the specialist can provide professional development for teachers and administrators which address curriculum, teaching strategies, trends, and data analysis.

### **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.”

- Deeply knowledgeable in Math and up to date on all professional trends in the instruction of math
- Constantly seeks out new resources
- Assists teachers in building their mathematical and pedagogical knowledge
- Focuses conversations with teachers on how students learn mathematics
- Assists with the evaluation of math programs and provides recommendations on curriculum, materials and instructional pedagogy
- Customizes math professional development based on district needs and wants
- Assists in the evaluation of mathematics data utilizing the data support staff within our agency
- Offers technology resources to support the teaching and learning of mathematics
- Works effectively with other Agency staff to support the work with districts and schools
- Performs other specific job-related duties as assigned by the superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

### **Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

### **Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

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