

Phoenix Union High School District No. 210
4502 North Central Avenue
Phoenix, Arizona 85012

Equal Opportunity Employer

POSITION TITLE:	TOA, Mathematics Articulation Specialist	DIVISION:	Instruction & Accountability
WORK YEAR:	9 Months	DEPARTMENT:	Curriculum
LOCATION:	CES	SALARY SCHEDULE:	Teacher/Title I Funded

DEFINITION:

The Mathematics Articulation Specialist consults and works collaboratively with the assigned partner district representatives, district level leadership and campus level leadership. The Mathematics Articulation Specialist will lead and participate in the development, implementation and evaluation of professional development, curriculum and assessment, data analysis and freshman transition. The Mathematics Articulation Specialist will work with staff district wide to promote and monitor the implementation of state standard aligned curriculum and the related plans for continuous improvement. The Mathematics Articulation Specialist will work with appropriate personnel at the District, partner districts and site levels to implement and support current best practices in teaching and learning as they relate to mathematics instruction and programmatic requirements as determined by the Arizona Department of Education. Performs job related duties as assigned. This position may be renewed on an annual basis and is only valid for the length of the time that the Arizona Department of Education approves the use of Title I funds.

MAJOR DUTIES:

1. Leads, coordinates and participates in on-going and job-embedded professional development (e.g. collaborative team meetings, workshops, trainings, and seminars) for the purpose of conveying and/or gathering information related to math content knowledge and pedagogy.
 - a. Assesses skills and needs (both initially and ongoing) of teachers and students for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement, freshman transition and gains in value added scores in mathematics..
 - b. Mentor and coach teachers and campus level leaders for the purpose of building capacity to teach and improve mathematics instruction.
 - c. Prepares lesson plans, in collaboration with teachers, for the purpose of differentiating instruction and adhering to scope and sequence guides and district curriculum.
2. Work with vertical and horizontal teams to align, sequence and assess state aligned curricular standards by:
 - a. Researching and providing information and guidance regarding a range of effective and innovative mathematics practices through various activities such as:
 - i. individual discussions (informal and formal);
 - ii. coaching sessions;
 - iii. demonstration lessons with pre- and post-discussion/analysis;
 - iv. collaborative teams or PLCs (horizontal and vertical);
 - v. staff meetings; and
 - vi. professional development programs
 - b. Developing, implementing and monitoring academic interventions to support academic achievement of students in mathematics.

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3. Capture and analyze campus and district level data in mathematics for the purpose of sharing information with leaders and teachers to make informed decisions relative to instructional and assessment practices as well as placement and transition of students between districts.
 - a. Maintains a variety of paper and electronic files and/or records (e.g. State data, student records, other data regarding math proficiency etc.) for the purpose of determining success of professional development and shared Math Articulation Specialist on student achievement.
 - b. Provides evidence of progress on mutually agreed upon goals at regular intervals as agreed upon annually.
4. Maintain required paperwork consistently, accurately and provide reports in a timely manner.
5. Meet monthly with campus and District level leadership to share data on student achievement, professional development and overall progress towards pre-determined goals.

QUALIFICATIONS:

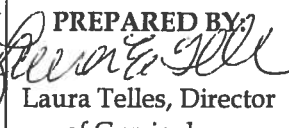

1. Master's Degree in Education related field with an emphasis in Leadership, Curriculum & Instruction and Assessment or Academic Intervention or related field preferred.
2. Valid Arizona Teaching Certificate with endorsement in mathematics or be highly qualified in mathematics.
3. Minimum of five (5) years of mathematics related teaching experience in a middle and/or secondary setting.
4. Minimum of three (3) years of experience in the following with groups of adult learners: collaborating, modeling, observing, providing feedback and support: to improve instructional practice.
5. Ability to communicate and work effectively with District and campus level administration, Teachers on Assignment, Support Staff, and Arizona State Department of Education Personnel.
6. Possess a working knowledge of audio, video, digital equipment, and related software or internet based programs.
7. Good command of the English language and ability to compose letters and reports using correct grammar, spelling and punctuation.
8. Knowledge of District policies and procedures preferred.

SUPERVISION RECEIVED:

Curriculum Director

SUPERVISION GIVEN:

None

PREPARED BY:  Laura Telles, Director of Curriculum	REVIEWED BY:  CTA	REVIEWED BY: HR	JOB NUMBER:	EFFECTIVE DATE:
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