
JOB DESCRIPTION: MATH SPECIALIST

DEPARTMENT:	Instruction-FLVS FT	REPORTS TO:	Principal, FLVS FT
JOB CLASS:	Instructional Specialist	PAY GRADE:	Instructional Specialist
EXEMPT STATUS:	Exempt	DATE:	10/23/2012

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Math Specialist is the professional development liaison within FLVS who supports, models, and continuously implements scientifically based reading research (SBRR) in instructional programs to ensure MATH literacy instructional support for all students. The Math Specialist provides grade level data support for mathematics including reading, writing, speaking, listening, viewing, and thinking support, through professional development opportunities that promote reflective conversations with teachers in an online environment. The Math Specialist coordinates initiatives that assist in shifting instructors practice to better understand critical pedagogy and the need for change, based on student evidence through facilitation, observations, co-learning and reflective conversations which entail action planning to improve instruction and student achievement. The Math Specialist understands the district comprehensive reading plan, response to intervention, progress monitoring, and serves as an advocate for literacy and math for online students.

ESSENTIAL POSITION FUNCTIONS:

- Support teachers in their learning and application of new knowledge and instructional practices in reading, writing, listening, viewing, and thinking (learning as a process across content areas)
- Facilitate a variety of professional development opportunities, including supporting state and district professional development through in-person and virtual sessions; facilitate the S.O.L.V.E. professional reading course
- Ensure the goals of the district comprehensive reading plan are met in assigned schoolhouses in collaboration with the Manager, Director of Professional Learning, and the Instructional Leaders
- Analyze class and grade level data in mathematics for the purpose of sharing information with teachers and making informed decisions relative to instructional practices
- Work collaboratively to discuss processes, initiatives, ideas, and workflow and create new initiatives with cross-team collaboration
- Discuss organizational and team goals and literacy data with Literacy Team Manager and participate in team calls; attend monthly in-person meetings with Literacy team
- Serve as liaison/member with state and national organizations to keep abreast of best practices in reading and math
- Attend and present s at least one professional organization conference yearly and chair one of three subcommittees on the FLVS Reading Leadership Team
- Work with small groups of students to maintain creditability through demonstrations, and obtains data that supports online learning to help advance the literacy team's support in instruction
- Coach, model, and provide observational lessons to improve student achievement in literacy
- Initiate a variety of support mechanisms for Lowest Percentile and English Language Learners

- Participate, present, and showcase Literacy Team in ongoing content team meetings and Instructional Leader schoolhouse meetings
- Ensure FLVS compliance with legislative mandates
- Collect, analyze, and present assessment and Math data
- Assess the skills and needs of teachers and students to determine the appropriate professional development strategy
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree in a related field
- Valid Florida Professional Teaching Certificate in Math 6-12 or related area
- Reading endorsement preferred and must be obtained within two years of the date employed in the position.

Experience:

- Two years' teaching experience; online teaching experience preferred
- Experience providing professional development in a variety of presentation modalities
- Experience, certification, and/or degree in ESOL and ESE preferred

Knowledge, abilities and skills:

- Meet deadlines and handle diverse tasks simultaneously using prioritization and delegation
- Possess strong interpersonal, leadership, and motivation skills
- Knowledge of reading and math processes, assessments, instructional strategies, online instructional design theories, and learning style theories
- Knowledge of state and national reading and math standards
- Knowledge of current research on best practices for improving math achievement and the integration of technology in online lessons
- Knowledge of curriculum standards and their impact on K-12 instruction
- Knowledge of web 2.0 tools and other online support mechanisms to enhance instruction

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is</i></p>	

<i>full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>
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PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.