



## HADDONFIELD BOARD OF EDUCATION

95 Grove Street  
Haddonfield, New Jersey 08033-1892  
(856) 429-4130 / Fax (856) 354-2179

### Job Description

**POSITION:** Elementary Math Specialist

**QUALIFICATIONS:** Valid New Jersey Instructional Certificate in Elementary Education. Math Endorsement preferred. Minimum 5 years of successful experience teaching math in an elementary classroom required.

**PRIMARY FUNCTION:** The math specialist is a teacher, a resource person, an advisor to administrators and teachers, an inservice leader, a researcher, a diagnostician, and an evaluator of both student progress and program effectiveness.

**REPORTS TO:** Building Principals

**CONSULTS WITH:** Math/Science Supervisor, Professional Staff, Pupils, Parents

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### A. Student Support

- Diagnosis and Prescription
  - Perform individual diagnostic testing in math as requested by administration, teachers, and/or parents and approved through the problem-solving process.
  - Share interpretations of the findings and recommended interventions with classroom teachers, support teachers, and child study team personnel when appropriate.
  - Maintain data-based documentation of continuous monitoring of student performance and progress.
  - Provides data to school teams and participates in decisions about student progress.
  - Communicate with teachers, administration, and families regarding student progress.
  - Attend meetings and conferences with the principal, teachers, supervisors, parents/guardians, and/or students to discuss instructional programs and the interpretation of test data on an as-needed basis.
  - Serve as a member of the Intervention and Referral Services (I&RS) team



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- Short-term Intervention
  - Use data to provide Tier II and Tier III instruction to students who are performing below grade level
  - Identify students for placement in intervention groups
  - Use research-based interventions to focus on individual student needs
  - Provide high-quality mathematics instruction to individual students and small groups

### B. Teacher Support

- Resource for staff
  - Provide support to the classroom teacher for implementation of the district's math program and subject-specific best practices. Support may take the form of model lessons, collegial planning, and/or any format identified by the classroom teacher.
  - Coordinate with the K-12 math/science supervisor to ensure consistent implementation of math throughout the district.
  - Serve as a resource for staff development in mathematics.
  - Attend grade level/team meetings when appropriate.
  - Orient new teachers to the math program.
  - Consult with teachers who provide in-class support in mathematics.
  - Conduct math-related professional development at faculty meetings.
- Diagnosis and Prescription
  - Identify patterns of student strengths and needs from diagnostic test data.
  - Identify areas of strengths and needs of incoming and outgoing students.

### C. Program Support

- Provide required reports from diagnoses and prescriptions.
- Provide input for program development.
- Assist in the math purchase orders.
- Assist with school-wide testing of math achievement and the interpretation and analysis of test results.
- Maintain the inventory of math curriculum materials.
- Catalog and distribute math curriculum materials.

D. Perform such duties within their certification that is deemed necessary by the building principal.



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**TERMS OF EMPLOYMENT:** Twelve month position, salary, and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**BENEFITS:** Benefits are available to full time employees per the negotiated contract.

BOE Approved Date: 9/22/2016

BOE Review Date: 4/25/2024