

REGION 9 EDUCATION COOPERATIVE

Math Instructional Coach Job Description

Position Title: Math Instructional Coach
Report To: Education Services Director
Work Day: Minimum 7.5 hours daily
Contract Days: 212/fiscal year
Classification: Exempt
Salary Schedule: Licensed Services
Duty Station: R9 Member Schools

A Math Instructional Coach is a certified teacher who works with classroom teachers to increase the mathematics achievement of elementary and secondary school students by building instructional capacity of classroom teachers; providing technical assistance and support to classroom teachers and principals in math instruction. Model lessons which include best instructional practices in math instruction for elementary and secondary school teachers, monitor classroom instruction, and coach teachers in best practices for math instruction including the implementation of manipulatives into instruction.

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Coordinate with Local District Administration on deployment of appropriate curriculum with the individual school being supported to ensure alignment with their goals and objectives.
11. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
12. Research and provide staff support that will improve teaching and learning - including teaching strategies, assessment of math skills, interpretation, and use of assessment results, etc.

Math Instructional Coach 2.2023

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13. Research, prepare materials, and identify resources for use by the district, teams, schools, and teachers - including: teaching strategies, assessment of math skills, and interpretation and use of assessment results, etc.
14. Research and provide information and guidance regarding a range of effective and innovative math practices through various activities such as: individual discussion (informal and formal), coaching sessions, demonstration lessons with pre and post discussion/analysis, study groups, staff meetings, and professional development programs.
15. Provides support and assistance to all classroom teachers in the full implementation of the district's adopted math program through score analysis/interpretation.
16. Conducts demonstration lessons to ensure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
17. Provides on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the standards and alignment.
18. Assists teachers in building an interactive classroom and assures that recommendations for improvement are implemented.
19. Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students.
20. Assists teachers in preparation pacing for instructional.
21. Participation in collaborative grade level meetings to assist in the analysis and utilization of assessment data to improve the focus of instructional planning and student achievement.
22. Assist grade level teams in setting goals for improved instruction and implementation.
23. Meets regularly with the principal or designee to review benchmarks and established data points to assess student progress towards established instructional goals.
24. Coordinates/facilitates the use of instructional material in math.
25. Maintains the confidentiality of schools, teachers, and classrooms.
26. Obtain prior approval from the Building Administrator before distributing written communication and other media.
27. Prepare forms, records, and reports as directed.
28. Attend meetings and trainings as directed.
29. Demonstrates knowledge and compliance with all professional standards of conducts and professional ethics.
30. Adheres to district policies and procedures while on district campus.
31. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner.
32. As required, travels from site to site on a daily basis and as emergencies arise. Must be willing to utilize your own vehicle for transportation.
33. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

1. Must hold a valid Level II or Level III teaching license by the State of New Mexico Public Education Department with an endorsement in math for secondary or elementary education
2. Five (5) years successful work experience in public schools/institutions of higher education or other agencies preferred.
3. Previous coaching/mentoring experience preferred.
4. Must demonstrate strong interpersonal skills.
5. Must be willing to carry out assigned tasks and perform responsibilities.

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6. Other qualifications determined necessary by REC9 Executive Director.

WORKING ENVIRONMENT

I. SITTING TASKS

- A. Sitting tasks are a continuous necessary requirement of the job
 - 1. 75% of the time
- B. Duties performed during sitting are:
 - 1. Evaluations
 - 2. Report writing
 - 3. Therapy sessions
 - 4. IEP meetings

II. WALKING TASKS

- A. Walking tasks are a continuous but essential requirement of the job
 - 1. 15% of the time
- C. Duties performed during walking:
 - 1. Getting children from classrooms for therapy
 - 2. Walking to classrooms for inclusion therapy

III. STANDING TASKS

- A. Standing is an occasional but essential requirement of the job
 - 1. 10% of the time
- B. Duties performed during standing are:
 - 1. Classroom inclusion lessons
 - 2. Therapy lesson

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional but essential requirement of the job
 - 1. 10% of the time
- B. Duties performed during sprinting/running are:
 - 1. In case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional but essential requirement
- B. Bending or twisting of the trunk is a continuous requirement
- C. Squatting, stooping, and kneeling are continuous requirements
- D. Reaching forward is a continuous requirement
- E. Reaching above the head is an occasional but essential requirement

VI. ACTIVITIES

VII. USE OF ARMS AND HANDS

- A. Manual dexterity is a continuous but essential requirement of the job
- B. Use of arms is a continuous but essential requirement of the job

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VIII. LIFTING 10 - 25 POUNDS

- A. Lifting items weighing between 10 - 25 pounds is an occasional but essential requirement of the job
- B. Items lifted from floor to waist, from waist to shoulder, and from shoulder to overhead and vice versa
- C. It is not necessary to lift more than 26 pounds

IX. PUSHING AND PULLING

- A. Pushing and pulling of items 25 - 50 pounds is an occasional but essential requirement of the job
- B. Pushing and pulling of items over 50 pounds is an occasional but essential requirement of the job

X. CARRYING TASKS

- A. Carrying of items 25 - 50 pounds is an occasional but essential requirement

Examples: Books, computer equipment, wheelchair

XI. WORKING CONDITIONS

- A. Working inside is a continuous requirement of the job
- B. Risk of getting a minor injury is an occasional hazard of the job
- C. Interacting with the public and other workers is a continuous but essential requirement
- D. Extended work hours is a continuous requirement of the job
- E. Multiple demands from several people is a continuous requirement
- F. A quiet, well lighted, well ventilated spacious room designated for speech therapy only is a continuous and essential requirement of the job

XII. PHYSICAL ABILITIES/ACTIVITIES

- A. Physical abilities and activities of the job are the physical abilities and sensory perceptions that are essential to the job
- B. Vision
 - 1. Adequate vision for reading and writing evaluations
 - 2. Adequate vision for reading and writing reports
- C. Hearing
 - 1. Normal acuity
- D. Speech/Communication
 - 1. Communicating appropriately (oral and written) is a continuous and essential requirement of the job

XIII. USE OF PROTECTIVE EQUIPMENT

- A. Personal protective equipment essential to the job:
 - 1. Gloves for oral peripheral exam

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Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Math Instructional Coach .

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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