

# Smith County Board of Education

## Job Description

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### Math Instructional Coach

#### Job Description:

The Math Instructional Coach (MIC) will provide instructional support and coaching to all Smith County schools as they work with teachers in assisting with the full implementation of the state's adopted standards. The MIC's primary role is working with math teachers to assist classroom teachers and other instructional staff by developing strategies, skills, tools, techniques, and content knowledge to effectively teach math to all students. The MIC should support best practices in using data, provide analysis of school-wide trends in instruction, and make recommendations about potential next steps to address areas of need. Under the direction of the Federal Programs and Instructional Supervisors, the MIC is responsible for four main areas: a) observing instructional delivery and providing feedback to enhance and support the development of each math teacher's content area b) supporting math teachers in the design of units and lessons for the development of their year long curriculum, c) analyzing data in order to modify curriculum and forms of assessment to meet students' needs, and d) working with the teachers and principals in the schools to support sharing of best practices.

#### Roles and Responsibilities:

- Observe math teachers and provide specific strategies for improved instructional delivery
- Work with math teachers, school leaders, and regional leaders to create and improve aligned math curriculum resources.
- Conduct demonstration lessons.
- Assist with curriculum and pacing of programs to ensure that adopted math materials are used as designed.
- Research and provide content knowledge and resources to staff about learning and teaching mathematics- including: teaching strategies, assessment of math skills, interpretation of assessment results.
- Provide formal and informal feedback and professional development for teachers on instructional strategies and classroom practices aligned to research and standards-based instruction.
- Plan, facilitate, and attend grade level meetings to assist teachers in maintaining pacing of instruction and utilizing data to determine next instructional strategies for improving student achievement in math.
- Attend workshops/conferences to learn about new innovative instructional strategies
- Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.

- Maintain paperwork consistently, appropriately, and in a timely manner.
- Meet regularly with Supervisors
- Prepares forms, records and reports as directed

**Tasks:**

- Development of a Scope and Sequence for K-8 Math based on essential content knowledge and state standards.
- Development of District Benchmark Testing.

**Required Qualifications:**

- Meet standard performance ratings on teacher evaluations
- Valid Teaching License and Highly Qualified in Math
- Minimum of five years classroom teaching experience.
- Experience in collaborative planning and delivery of differentiated staff development
- Ability to travel to other sites/locations

**Assignment:**

- 10 month teacher schedule