

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: January 18, 2006

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: SECONDARY MATH COACH

JOB PURPOSE STATEMENT: Under the direction of the site principal, the Math Coach will work in various classrooms on a daily basis coaching, mentoring and modeling exemplary lessons for teachers who teach math, assuring that standards and benchmarks are being effectively taught, using data to drive the instructional program.

JOB FUNCTIONS:

- Mentors and coaches teachers in effective research-based strategies 80% of time
- Models lessons using research-based strategies and procedures
- Serves as an expert resource on district curriculum maps, and data analysis
- Serves as a catalyst for change by providing research-based alternatives to current practices and procedures
- Engages teachers and school community in ongoing and continual reflections, dialogues and results driven evaluations focused on continuous improvement of student achievement
- Assists schools in analyzing and interpreting data in order to identify strengths and weaknesses as well as trends
- Uses technologies in the teaching/learning process
- Assists in the design and implementation of sustained math professional development program based on student needs and in alignment with goals of school improvement plans
- Networks and collaborates with other coaches, teachers and personnel
- Prepares and maintains a log of activities
- Collaborates with Principal to determine specific teachers to work with, content, scheduling and timelines

JOB TITLE: SECONDARY MATH COACH

Page 2

JOB FUNCTIONS – continued

- Maintains a professional relationship with all colleagues, students, parents and community members
- Uses acceptable communication skills to present information accurately and clearly
- Participates in the district staff development program
- Demonstrates interest and initiative in professional improvement
- Demonstrates behavior that is professional, ethical and responsible
- Compiles, maintains and files all reports, records, and other documents required
- Attends and participates in faculty meetings and serve on staff committees as required
- Possesses proven ability, exemplary performance and demonstrates commitment to improving student achievements
- Possesses an extensive knowledge base in math and instructional pedagogy
- Self motivates and possesses the communication and personal skills necessary to positively interact with others to produce positive results
- Provides relevant, meaningful experiences that are reflective of the crucial issues and tasks confronting teachers daily
- Plans and organizes work, sets priorities and evaluates accomplishment of goals within established timelines with minimum supervision
- Maintains confidentiality of records, reports, tests, test results and conversations
- Performs other duties as required or assigned by site Principal

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English

JOB TITLE: SECONDARY MATH COACH

Page 3

PHYSICAL ABILITIES – continued

- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from accredited university
- Valid California Single Subject Mathematics credential with CLAD endorsement

Experience:

- Minimum three years teaching experience