# Job Description

# Teacher on Special Assignment for Mathematics-Secondary

Reports To: Coordinator of Math and Science

FLSA Status: Exempt

Department: Math and Science

Prepared by: Human Resources

Date: July 9, 2020

Job Code: 21038

## Preface:

* This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
* There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
* Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

## Primary Duties and Responsibilities:

* Analyze district/school mathematics data in order to determine teacher professional development
* Develops and provides appropriate mathematics in-service activities
* Instruct/support teacher and administrators in the implementation of the State Math Standards
* Provides support to enhance effectiveness of school-based mathematics teachers
* Visits school sites to verify understanding and implementation of Common Core State Math Standards and assess school needs
* Assists in the selection, proper usage, and security of appropriate instructional and assessment materials
* Assists the Coordinator of Math and Science in evaluation of all related activities
* Collaborates in the development of the Mathematics resources and curriculum
* Participates in activities for continued professional growth
* Provides own method of transportation to various locations when required
* Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
* Performs other related duties as required

## Supervision Received:

Coordinator of Math and Science

## Supervision Exercised:

NA

## Minimum Qualifications & Skills:

* Math-related Master’s degree or higher from an accredited institution or 3 years’ classroom experience as a 6-12 math teacher
* Recent experience delivering instruction to adult learners
* Currently holds or eligible for Florida teaching certificate or appropriate license
* Currently holds Mathematics 6-12 Certification

## Preferred Qualifications & Skills:

 NA

## Physical Demands

* Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. Activities occur inside and outside; subject to indoor and outdoor environmental conditions.
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Terms of Employment:

Approved Compensation Plan

Instructional Salary Schedule

## Job Benefits:

* Pension or Investment Plan provided by the Florida Retirement System (FRS)
* Personal and family health care plans available include medical, dental and vision
* Paid sick leave and optional personal leave

 ~~~~ Generous paid holidays