

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, MATHEMATICS**

JOB SUMMARY:

Under the direction of the Curriculum and Instruction Services Administrator and the STEM Center Director, plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of Mathematics for local school districts to enhance student learning and achievement. Also provide in-depth professional development and implementation support for the Common Core State Standards for Mathematics, and the Smarter Balanced Assessments (SBAC).

ESSENTIAL DUTIES:

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of Mathematics for local school districts and County Office programs to enhance student learning and achievement; monitor, evaluate and adjust activities in response to the instructional needs of local school districts, County Office and students;
- Provide in-depth professional development and implementation support for the Common Core State Standards for Mathematics and the Smarter Balanced Assessments;
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning Mathematics; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, principles, strategies, practices, techniques, compliance, laws, codes, regulations, policies and procedures;
- Monitor and evaluate the educational effectiveness of Mathematics; develop and implement strategies and training activities to enhance educational effectiveness and student learning related to Mathematics in local school districts;
- Maintain current knowledge of educational methods, practices and standards related to Mathematics related laws, codes, regulations, policies and procedures; assist school districts with modifying services to assure compliance with standards and requirements;
- Serve as a liaison and coordinate communications, activities and information related to Mathematics between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public; establish, support, facilitate and maintain partnerships;
- Collaborate with the English Learner Services Coordinator to plan, present and implement the English Language Development Standards in the Mathematics content area;
- Collaborate with the Reading Language Arts Coordinator to plan, present and implement the Common Core Speaking and Listening Standards in the Mathematics content area;
- Train and provide work direction and guidance to assigned personnel as required; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested;
- Participate in researching, obtaining and maintaining grants and other funding sources for assigned programs and school support services as assigned; assist with implementing and administering grants and assuring compliance with related requirements as directed; prepare proposals and assist with developing and maintaining contracts as required;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed; present materials and information concerning assigned subject or instructional area and related services; assist with coordinating meetings, conferences and special events and activities as required;
- Visit sites and classrooms to monitor educational activities and provide technical advice concerning Mathematics and related services;
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement;
- Common Core State Standards, interpretation and application in Mathematics;
- Instructional techniques and strategies related to building conceptual understanding and developing fluency in mathematics;
- Educational services, standards, principles, practices and theories related to Mathematics;
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds and disabilities of County students;
- Local, State and Federal standards and requirements governing Mathematics including the CA Mathematics Framework, Mathematic Practices and Learning Progressions;
- Basic budget preparation and control;
- Operation of a computer and assigned software.

ABILITY TO:

- Facilitate groups in planning, problem-solving and decision-making;
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Prepare and deliver oral presentations;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Communicate effectively both orally and in writing;
- Interpersonal skills using tact, patience and courtesy;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare and maintain various records, reports and files.

REQUIRED QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Master's degree in Mathematics, Education or related field from an accredited college or university
- Minimum 5 years teaching experience in mathematics
- Experience providing instructional coaching and profession development to adults
- Increasingly responsible administrative experience working with educational programs and services

DESIRED QUALIFICATIONS:

- Site administrator or district office administrator experience
- Successful experience working with teachers and administrators to close the achievement gap

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential or meet the criteria to obtain one
- Valid Teaching Credential
- Valid California Driver's License

WORKING CONDITIONS:**ENVIRONMENT:**

- Indoor work environment

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.