

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director I, Mathematics, Grades K-7

DEFINITION

Under general direction, plans, coordinates, and manages professional development activities and coaching in mathematics for teachers; provides technical assistance for identified schools; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, Elementary and Middle School Programs

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes and coordinates the professional development activities and coaching in mathematics for teachers in grades K-7; provides technical assistance for identified schools to support the implementation of mathematics grade level and intervention programs that address the California Mathematics content Standards and Curriculum Framework; assists identified schools in developing coordinated school wide planning; organizes and implements a systematic and sustained approach to professional development; assists districts, site leadership teams and classroom teachers to implement research-based school improvement practices; assists districts and schools to implement California State Board adopted content standards across the system; provides technical assistance and support to educational staff at identified sites as needed; establishes and maintains effective communication and cooperative working relationships with clients, staff and other agencies; prepares reports; maintains program files and record keeping systems; prepares and monitors budgets and expenditures as requested.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching credential based on a Bachelors degree in education or related field and student teaching; successful experience in the development, administration and monitoring of curriculum and instructional programs in elementary grades; progressively responsible experience in providing professional development for grades K-7; experience working in schools as an outside agent.

Knowledge of:

California Mathematics content Standards and Curriculum Framework; problems associated with implementing curricular and instructional programs; state and local agencies and organizations participating in curriculum and instructional activities and programs.

Skill and Ability to

Plan, develop, implement and evaluate curriculum and instructional services and professional development strategies; prepare, monitor and maintain budgets; advise and assist school districts with curriculum and instructional programs; work cooperatively and effectively with individuals and groups; select, train, and supervise staff; effectively transmit knowledge and skills to staff; develop measurable goals and objectives, set priorities, monitor expenditures and evaluate projects and programs towards achievement.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

Approved 2-1-00