

Sacramento County Office of Education Job Description

Classification Title: Program Manager, 7-12 Mathematics

DEFINITION

Under general direction, coordinates and implements 7-12 Mathematics staff development services for secondary school personnel; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director I, Mathematics

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.)

Assesses staff development needs and identifies progress regarding Secondary School Mathematics staff development programs for Sacramento County and Region 3 districts/schools for both core and intervention students; plans, designs, implements, and delivers staff development training programs and activities for educators working with core and intervention students based on needs assessment; meets with district administrators and conducts site visits as needed; establishes meeting/training agendas; coordinates facilities and room scheduling for trainings; researches and monitors current district practices, math curriculum/materials and policies; provides consultation and assistance to districts; consults with statewide agencies regarding mathematics curriculum issues; disseminates and updates information regarding mathematics curriculum, including state board adopted texts for relevant grade levels, and staff development programs; supervises, and evaluates staff as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Standard Secondary or Single Subject Mathematics teaching credential based on a bachelor's degree and student teaching; experience teaching mathematics at secondary grade levels required; extensive experience in mathematics curriculum; experience coordinating and implementing staff development programs; successful supervisory experience.

Knowledge, Skills, and Abilities

Knowledge of statewide mathematics curriculum frameworks, standards, assessments, and state board adopted texts at the identified grade level; effective communication skills in oral and written form; ability to effectively transmit knowledge and skill to staff; knowledge and skills to plan, develop, and conduct staff development activities and training programs; supervise and manage the work activities of a highly technical staff; skills to develop measurable goals and objectives, set priorities, monitor expenditures and evaluate progress toward achievement; interpersonal skills necessary to work cooperatively and effectively with individuals and groups.

Other Characteristics

Possession of a valid California driver's license; willingness to travel statewide.