



Maury County Public Schools

Job Title	Secondary Math Coach		
Department	Instruction		
Certified (Y/N)	Y	Work Days/Year	200 days
FLSA Status	Exempt	Hours/Day	7.5
Reports to	Director of Teaching, Learning and Assessment	Supervises	n/a

Qualifications:

- A minimum of 5 years of classroom teaching experience, preferably in mathematics.
- Extensive knowledge in mathematical practices and Tennessee academic standards for mathematics.
- Familiarity or experience with the implementation and resources of iReady Math and/or McGraw-Hill for secondary math, preferred.
- Strong interpersonal skills to build positive, trusting relationships with all staff and students.
- Facilitation skills to provide support, advice, and professional learning for administrators, educators, and staff, in addition to mentoring and coaching.
- Organizational skills including prioritizing needs, formulating a plan of action, and implementing the plan to a successful outcome.

Job Overview: The reading coach for grades K-4 will focus on enhancing all components of the literacy classroom to heighten students' sense of engagement, ownership, and experiences in the classroom. The reading coach will provide support and assistance to teachers and leaders to enhance teachers' abilities and to collect evidence to support instructional decisions to meet the needs of learners.

Job Functions:

- Collaborates with school leaders to create a school-wide vision for mathematical instruction, achievement, and growth.
- Creates list of prerequisite skills needed for student success in mastering grade-level content standards.
- Facilitates professional learning for leaders and teachers in a variety of areas of mathematics to support learning including but not limited to, mathematical practices, small group instruction, and others as needed.
- Facilitate and model the integration of technology into literacy instruction through one-on-one and small group support for 5-12 teachers.
- Coordinate with school leaders to participate in school-level learning walks.
- Provide feedback to educators and school leaders as part of the learning walk process and improvement cycle.
- Facilitates and coordinates district and school-level planning sessions utilizing the adopted curriculum materials.
- Serve as a member of the district mathematics team to provide consistency, advice, and feedback for the district planning process.
- Attend school-level PLC meetings to support common formative assessment and collaboration practices.
- Analyze classroom and school-level data for measuring progress towards instructional goals and outcomes.
- Complete fidelity checks for tier I instruction.
- Participate fully in professional learning opportunities and engage in professional research and reading.
- Collaborate with members of the Teaching, Learning, and Assessment team regarding programming needs, responsibilities, and planning.
- Performs other related duties as assigned by the Director of Teaching, Learning, and Assessment, the Assistant Superintendent of Schools, or Superintendent of Schools.



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Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

Work Environment:

Normal working environment

This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.