

Project Facilitator, K-5 Mathematics

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

Position Summary

The individual selected for this position will provide specialized support for teachers and administrators in Grades K–5 mathematics. In addition, the project facilitator will plan, develop, and provide professional learning in the areas of mathematics curricula, instruction, and program support. The project facilitator will collaborate with Region personnel, members of the Southern Nevada Regional Professional Development Program (RPDP), and Clark County School District divisions and departments including, but not limited to the Assessment, Accountability, Research, and School Improvement Division (AARSI); Human Resources Division (HRD); English Language Learner Department (ELLD); and Student Services Division (SSD) to promote consistency in professional learning activities in addressing District goals, initiatives, and objectives. The individual selected for this position is responsible to the Director of K–12 Mathematics or their designee, Curriculum and Instruction Division (CID), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans and develops new and/or revised curricula for Grades K–5 mathematics.

2. Plans, prepares, and facilitates mathematics professional learning activities to support classroom teachers with the implementation of new and/or revised mathematics curricula focusing on student achievement.
 3. Assists the Coordinator of Grades K–5 Mathematics in the selection of teacher task forces and work with those task forces to create new and/or revised mathematics curricula, pacing of the curricula, and assessments.
 4. Collaborates effectively and professionally with a variety of divisions, departments, and institutions to provide teachers with strategies that lead to improved student achievement.
 5. Communicates, collects data and provides summary reports to the Coordinator of Grades K–5 Mathematics.
 6. Assists in assessing the effectiveness of assigned activities and in planning future projects.
 7. Assists in the analysis of data from a variety of sources including, but not limited to Smarter Balanced Assessments Consortium (SBAC), Measures of Academic Progress (MAP) Growth assessments, District assessments, and screener and diagnostic tools.
 8. Provides support for all site-based requests.
 9. Assists in the development of Grades K–5 Response to Instruction in mathematics including universal screeners, progress monitoring, diagnostic assessments, and Tier II and Tier III interventions.
 10. Remains current on research related to mathematics content knowledge and pedagogy, the Nevada Academic Content Standards (NVACS) for Mathematics, and Standards for Mathematical Practice.
 11. Perform other duties as related to the position, as required/assigned.
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Position Expectations

1. A thorough knowledge of the Grades K–5 Mathematics Nevada Academic Content Standards and the Standards for Mathematical Practice.
2. A thorough knowledge of the Nevada Educator Performance Framework (NEPF).
3. Willingness to maintain a flexible work schedule in order to conform to project needs (includes evenings, Saturdays, and summers).
4. Effective presentation and workshop facilitation skills.
5. Effective communication (oral and written), collaboration, and interpersonal skills.
6. Effective skills in planning, organizing, and coordinating activities.
7. Effective skills in preparing, organizing, and presenting professional learning activities.

Position Requirements

Education and Training

1. Bachelor's degree from an accredited college or university.
2. Five (5) or more years of contracted teaching experience in mathematics at the elementary school level.
3. Knowledge of and successful experience working with diverse student populations.

Licenses and Certifications

Must possess or be able to acquire by time of appointment to the position, a teaching license issued by the Nevada Department of Education (NDE) and have attained Highly-Qualified Teacher status.

Preferred Qualifications

1. Coursework, training, and experience in the area of mathematics beyond that required as part of undergraduate work at the college/university level.
2. Experience as a math site leader and/or math strategist.
3. Experience acting as a mathematics leader at the school, region, or District level(s).
4. Experience in the effective implementation of instructional technology during mathematics instruction.
5. Ability to work under pressure and meet deadlines.
6. Successful experience in leading professional learning sessions for teachers in the area of mathematics.
7. Working knowledge of the Curriculum Engine and unwrapped standards.
8. Experience in the effective implementation of instructional technology in and beyond the mathematics classroom.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/20/21
- Created: 09/24/12