

Project Facilitator, Secondary 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 grant-funded position will provide specialized support for teachers and administrators in Grades 6–12 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 (RPDP) Program, 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, K–12 Mathematics, 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 secondary 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 6–12 Mathematics in the selection of teacher task forces, and work with 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 resources that lead to improved student achievement.
 5. Communicates, collects data, and provides summary reports to the coordinator of Grades 6–12 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. Remains current on research related to mathematics content knowledge and pedagogy, the Nevada Academic Content Standards (NVACS) for Mathematics, and Standards for Mathematical Practice.
 10. Performs other duties related to the position, as required/assigned.
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Position Expectations

1. A thorough knowledge of the Grades 6–12 Mathematics NVACS and the Standards for Mathematical Practice.
 2. A thorough knowledge of the Nevada Educator Performance Framework (NEPF).
 3. Effective presentation and workshop facilitation skills.
 4. Effective communication (oral and written), collaboration, and interpersonal skills.
 5. Effective skills in planning, organizing, and coordinating activities.
 6. Effective skills in preparing, organizing, and presenting professional learning activities.
 7. Willingness to maintain a flexible work schedule in order to conform to project needs (may include evenings, Saturdays, and summers).
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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 at the high school level and/or middle 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 valid secondary teaching license issued by the Nevada Department of Education (NDE) and have attained Highly-Qualified Teacher status.

Preferred Qualifications

1. Coursework and experience in the area of mathematics beyond that required as part of undergraduate work at the college/university level.
2. Mathematics major or mathematics with calculus endorsement issued by the NDE.
3. Experience teaching high school mathematics Algebra II and/or above.
4. Experience acting as a mathematics leader at the school, region, or District level(s).
5. Ability to work under pressure and meet deadlines.
6. Successful experience in leading professional learning for teachers in the area of mathematics.
7. Experience in the effective implementation of instructional technology in and beyond the mathematics classroom.
8. Working knowledge of the Curriculum Engine and unwrapped standards.

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: 04/17/17