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INTEROFFICE MEMORANDUM

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

**FROM:** DON LEWIS LYNN, JR.  
ASST. SUPT./HUMAN RESOURCES

**SUBJECT:** NEW JOB DESCRIPTIONS

**DATE:** 04/15/2013

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The attached job descriptions for Teacher On Special Assignment for Mathematics-Elementary and Teacher On Special Assignment for Mathematics-Secondary are submitted for your approval.

Please contact Bill Emerson if you have any questions.

**INSTRUCTIONAL PERSONNEL  
JOB DESCRIPTION**

**TITLE:** TEACHER ON SPECIAL ASSIGNMENT FOR MATHEMATICS-ELEMENTARY

**QUALIFICATIONS:**

1. Master's degree or higher from an accredited institution or 3 years' experience as a teacher leader
2. Currently holds or eligible for Florida teaching certificate or appropriate license
3. Currently holds Elementary K-6 Certification

**REPORTS TO:** Coordinator of Math and Science

**JOB GOAL:** To assist in developing and delivering training, guiding implementation, and providing evaluation of the Elementary grades K-6 transition to the Mathematics Common Core Standards.

**ESSENTIAL FUNCTIONS:**

- Develops and provides appropriate mathematics inservice activities
- Supports instructional staff and administrators in the implementation of the Common Core State Standards
- Provides support to enhance effectiveness of school-based mathematics teachers
- Visits school sites to verify understanding and implementation of Common Core Standards and assess school needs
- Coordinates district and school-based inservice activities in compliance with the district K-6 transition to the Common Core Standards.
- Assists in the selection, proper usage, and security of appropriate instructional and assessment materials
- Assists the coordinator in evaluation of all related activities
- Collaborates in the development of the Mathematics resources
- Participates in activities for continued professional growth
- Provides own method of transportation to various locations when required
- Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
- Performs other related duties as required
- Assists the Coordinator of Math and Science in the implementation of the Common Core Standards for Mathematics

**PHYSICAL**

**REQUIREMENTS:** Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

**LENGTH OF**

**EMPLOYMENT:** Ten months plus up to 30 days

**SALARY:** Based on the adopted salary schedule for instructional personnel

**EVALUATION:** Annual evaluation by the Coordinator of Science and Mathematics in accordance with the Master Contract, local policies, and state law

ENVIRONMENTAL: Activities occur inside and outside; subject to indoor and outdoor environmental conditions

EQUIPMENT: Audio-visual equipment, instructional computers

SUPERVISION  
CONTROL: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision.

**INSTRUCTIONAL PERSONNEL  
JOB DESCRIPTION**

**TITLE:** TEACHER ON SPECIAL ASSIGNMENT FOR MATHEMATICS-SECONDARY

**QUALIFICATIONS:**

1. Master's degree or higher from an accredited institution or 3 years' experience as a teacher leader
2. Currently holds or eligible for Florida teaching certificate or appropriate license
3. Currently holds Middle Grades Mathematics 6-9 or Mathematics 6-12 Certification

**REPORTS TO:** Coordinator of Math and Science

**JOB GOAL:** To assist in developing and delivering training, guiding implementation, and providing evaluation of the grades 6-12 transition to the Mathematics Common Core Standards.

**ESSENTIAL FUNCTIONS:**

- Develops and provides appropriate mathematics inservice activities
- Supports instructional staff and administrators in the implementation of the Common Core State Standards
- Provides support to enhance effectiveness of school-based mathematics teachers
- Visits school sites to verify understanding and implementation of Common Core Standards and assess school needs
- Coordinates district and school-based inservice activities in compliance with the district 6-12 transition to the Common Core Standards.
- Assists in the selection, proper usage, and security of appropriate instructional and assessment materials
- Assists the coordinator in evaluation of all related activities
- Collaborates in the development of the Mathematics resources
- Participates in activities for continued professional growth
- Provides own method of transportation to various locations when required
- Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies and school sites
- Performs other related duties as required
- Assists the Coordinator of Math and Science in the implementation of the Common Core Standards for Mathematics

**PHYSICAL**

**REQUIREMENTS:** Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

**LENGTH OF**

**EMPLOYMENT:** Ten months plus up to 30 days

**SALARY:** Based on the adopted salary schedule for instructional personnel

**EVALUATION:** Annual evaluation by the Coordinator of Science and Mathematics in accordance with the Master Contract, local policies, and state law

ENVIRONMENTAL: Activities occur inside and outside; subject to indoor and outdoor environmental conditions

EQUIPMENT: Audio-visual equipment, instructional computers

SUPERVISION  
CONTROL: Is personally responsible for satisfying all of the above-referenced essential functions with minimal supervision.