



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV26847  
304-257-1011/FAX304-257-2453

---

### JOB DESCRIPTION

#### JOB TITLE: Academic Coach for Mathematics—Secondary

##### Qualifications:

- WV Professional Teaching Certificate
- Endorsement in Mathematics 7-12
- Five or more years of successful teaching experience required.
- Proven ability to model instructional best practices and mentor other teachers.
- Working knowledge and experience in working with data and test analysis.
- Experience with developing and presenting staff development programs.
- Excellent oral and written communication skills.
- Ability to use technology to present, communicate, organize and disseminate information.
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

**Reports to:** Superintendent or designee

##### Duties Responsibilities:

###### Mathematics Coach

1. Mentors and coaches secondary (7-12) mathematics teachers for the purpose of building capacity to teach and improve Mathematics instruction as it relates to implementation of best practices intended to improve student learning.
2. Assesses skills and needs (both initially and ongoing) of teachers and students within a school setting for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains in mathematics.
3. Prepares lesson plans, in collaboration with teachers, related to mathematics at the secondary level for the purpose of differentiating instruction and adhering to guides and district curriculum.
4. Researches and prepares a variety of written and electronic materials (e.g. lesson plans, guides, classroom materials, reports, etc.) for the purpose of demonstrating best practices in math instruction, documenting activities, providing written reference, and/or conveying information.
5. Leads and participates in on-going and job-embedded professional development (e.g. meetings, workshops, trainings, and seminars) for the purpose of conveying and/or gathering information related to math content knowledge, pedagogy, and coaching.
6. Assists instructional staff with planning and implementation of curriculum.
7. Assists with the selection of supplemental programs/materials.
8. Provide oversight for school improvement activities and state initiatives in mathematics.

9. Assists with the planning and implementation professional development designed to meet defined needs of the Grant County Federal Programs.
10. Analyzes class and grade level data in mathematics at assigned schools/grade levels for the purpose of sharing information with teachers and making informed decisions relative to instructional practices.
11. Develops and/or presents professional development programs.
12. Maintains a variety of manual and electronic files and/or records (e.g. school/class data, student data, other data regarding math proficiency etc.) for the purpose of determining success of math coaching on student achievement.
13. Applies assessment instruments; plans and manages projects; and uses pertinent software applications.
14. Uses technology to present, communicate, organize and disseminate information.
15. Visits schools and coach in classrooms on a scheduled basis.
16. Perform other job-related duties as assigned by supervisor.