

**ARLINGTON PUBLIC SCHOOLS
ARLINGTON, MA 02476**

JOB DESCRIPTION

POSITION: *DIRECTOR, MATHEMATICS AND COMPUTER SCIENCE EDUCATION, K-12*

MINIMUM QUALIFICATIONS:

1. Valid licensure as a mathematics teacher in the Commonwealth of Massachusetts
2. Valid licensure as a Supervisor/Director in the Commonwealth of Massachusetts
3. Master's Degree, preferably in mathematics or mathematics education
4. A minimum of five years' teaching experience in mathematics
5. Demonstrated skill in curriculum planning, implementation and assessment, and Massachusetts Mathematics Common Core standards
6. Ability to integrate technology in mathematics education
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO: The Assistant Superintendent for Curriculum & Instruction in cooperation with the Principals

SUPERVISES: The Director supervises and evaluates teachers of mathematics and computer science in Grades 6-12. The Director is also responsible for supervising the mathematics and computer science program in grades K-5.

JOB GOAL: To communicate the school system's instructional objectives for mathematics and computer science and to provide leadership, program management, staff supervision and evaluation of the total mathematics and computer science program. Teaching duties may be as much as 0.20.

PERFORMANCE RESPONSIBILITIES:

1. Plan, implement and assesses all phases of a comprehensive, clearly articulated mathematics program, K-12.

2. Develop criteria for selection and recommends purchase of current standards-based mathematics instructional materials.
3. Develop program objectives, K-12, based on the Mathematics Common Core and District goals. Develop Data-Driven Mathematics Response to Intervention (RTI) elementary program.
4. Direct the development and publication of all curriculum documents aligned to the State Mathematics Common Core, and related MCAS assessments.
5. Interpret MCAS Scores and other test scores in mathematics and makes recommendations for curriculum improvement and professional development for teachers and the community.
6. Organize on-going staff development programs for elementary classroom teachers and members of the Mathematics Department, grades 6-12.
7. Plan programs in conjunction with the Director of Special Education, Director of Technology, Director of Science and Director of ~~Technology Education~~ Digital Learning.
8. Integrate technology into the curriculum and instruction of mathematics and support STEM education.
9. Prepare and administer a budget, grants or other sources of funding and assist Principals in the development of each school's budget as it pertains to mathematics and computer science.
10. Administer grant-funded projects for instructional materials, staff development, curriculum development and new assessment practices.
11. Recruit, screen, interview and recommend (in conjunction with the Principals) a highly qualified and diverse pool of candidates to the Superintendent.
12. Supervise and evaluate members of the Mathematics Department, including Computer Science teachers.
13. Serve as active liaison to organizations involved in improving mathematics education e.g., TERC, EDC, NCTM, PALMS, local colleges, centers for technology education, etc.
14. Participate in department heads meetings with the Assistant Superintendent for Curriculum and Instruction
15. Keep current with the latest developments in mathematics education and recommends changes in our instructional program

16. Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction and the Superintendent

EVALUATED BY:

Assistant Superintendent for Curriculum and Instruction

TERMS OF EMPLOYMENT:

205 Days. Position is covered by the Collective Bargaining Agreement between the Arlington School Committee and the Arlington Administrators Association

SALARY:

To be negotiated with the Superintendent

Arlington values diversity. We strongly encourage candidates of varied backgrounds, including people of color, persons with disabilities and others to apply.

