

**Mathematics TOSA**  
**Mathematics Program Implementation**  
**Secondary Grade 7 - 12**

**DEFINITION:**

In the content area of secondary mathematics, and under supervision of Educational Services Secondary STEM Coordinator, facilitate and provide leadership for the implementation of content standards, frameworks, curriculum, and effective instructional practices; provide coaching and support for staff at various sites; support leadership in District initiatives; plan and deliver professional learning and staff development; curate, develop, and present resources and materials to support curriculum and instruction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collaborate with Educational Services administrators to develop a cohesive professional development plan that reflects District goals and priorities related to improving mathematics instruction and student performance.
- Plan and administer all aspects of content standards and frameworks implementation, including professional development, site communication, and classroom implementation.
- Assist with implementation of the mathematics curriculum framework and content standards including vertical and horizontal articulation.
- Serve as a resource expert in the design and implementation of mathematical learning and instruction.
- Develop materials to meet a wide range of staff and student needs.
- Support the implementation and evaluation of the mathematics program.
- Provide staff development and professional learning for staffs.
- Provide support for collaboration between various groups.
- Coordinate with site administrators and teachers, including academic coaches, to provide professional development and professional learning.
- Attend meetings and act as a liaison with District and County groups.
- Facilitate committee work related to the content area.
- Support and coordinate the implementation of initiatives and pilot programs.
- Establish and maintain effective communication with site and district staff, including email and online resources.
- Prepare reports as needed.
- Perform other duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

Current research principles and practices of program assigned; Federal, State and local laws relating to program assigned; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school/district population(s).

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Teacher on Special Assignment-District Level

Ability to:

Assist administration in planning and organizing; communicate effectively, both orally and in writing; establish and maintain effective working relationships; help analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks; utilize technology as a means for various types of communication and record keeping.

Experience:

Minimum of three years of successful school teaching in Saddleback Valley Unified School District, in mathematics.

Education:

Bachelor's degree from an accredited college or university; Master's degree from a State accredited college or university, desirable.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential in mathematics as well as English Learner authorization. Possession of a valid California driver's license, if required. Enrollment in or completion of administrative credential program desirable.

Board Approved: April 11, 2019