



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Supervisor, Academic Mathematics
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Executive Director of Curriculum

Position Summary:

Oversee the implementation of curricula – CLEAR and Kaplan as it relates to mathematics

Essential Functions:

- Knowledgeable of alignment of CLEAR and Kaplan curricula according to Missouri Standards and Grade Level Expectations
- Provide a quality mathematics staff development to all instructional staff as it pertains to CLEAR and Kaplan
- Perform cross functional duties
- Provide leadership and site support to all academic initiatives of the district
- Assure equitable distribution of supplies and textual materials across the district
- Work with general and special education teachers to improve student achievement and support academic initiatives
- Make regular site visits to observe instruction, provide constructive feedback to instructional staff to improve delivery of instruction
- Support the implementation of Advanced Placement courses
- Plan and/or write proposals and contracts
- Maintain and adhere to compliances with all awarded contracts and grants
- Performs other duties as required

Experience:

- Minimum five years of successful teaching and administrative experiences
- Knowledge of CLEAR and Kaplan 9 – 12 curricula
- Provide quality mathematic staff development to all instructional staff as it pertains to CLEAR and Kaplan

Education:

- BA in Education
- MO Teach Certification Mathematics K-12 specialty
- Preferred: Masters but not required

Knowledge, Skills, and Abilities:

- Knowledgeable of CLEAR and Kaplan curricula
- Able to articulate the mathematics concepts and objectives PreK– 12
- Able to interpret and analyze data to improve students achievement and teacher learning
- Facilitate training sessions
- Excellent oral and written communication skills



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- Able to maintain professional working relationships with staff, teachers, vendors and agencies
- Good organizational skills and capable of performing multi-tasks

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.