



## **Mathematics Instructional Facilitator**

### **Administrative Procedure 2.B.195**

---

**Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16**

**Provincial Reference:**

**Administrative Reference:**

---

**Date Adopted: September, 2017**

---

#### **PHILOSOPHY**

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honour these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

#### **GENERAL POSITION DESCRIPTION**

The Math Instructional Facilitator will provide instructional support to teachers, leadership members, and administrative staff, for the purposes of enhancing student learning and continuous improvement in mathematics.

This consultant will provide support through teacher collaboration, one on one coaching/support and PD planning. They will be responsible for collecting and analyzing data to help guide and implement instructional/curricular decisions.

The consultant is directly responsible to the Assistant Superintendent. Supervision and evaluation will be the responsibility of the Assistant Superintendent as per division policy. Input for the evaluation will include information from other administration in the Division.

#### **RESPONSIBILITIES AND DUTIES**

- Support implementation of a division-wide Mathematics initiative.
- Develop action plans for the school year with specific and quantitative goals.
- Develop, organize and implement staff development based on best practices and reflective of the mathematics initiative.
- Work with principals to create a school-wide focus on goals for mathematics achievement.
- Participate and lead regular staff, team, and individual professional development.
- Assist in the development of common mathematical assessments.
- Guide teachers to collect and analyze data for the purpose of determining student needs and instructional strategies.
- Provide support to individual teachers in areas such as: instructional strategies and materials, classroom climate and organization, behaviour management, as well as professional growth and development, to ensure mathematics instruction meets student needs, curriculum standards, and goals of the Division.

- Facilitate and support curricular meetings and activities related to K-12 math.
- Coach, plan and co-teach math lessons with elementary, middle and senior school teachers.
- Prepare reports and attend meetings as necessary
- Make recommendations to the Superintendents Department as necessary pertaining to matters related to the mathematics initiative.
- Facilitate the development of a definition and a menu of best practices related to math differentiation and pre-assessments for K-4 as directed.
- Facilitate the development of a protocol for advancement in math K-12 as directed.
- Facilitate the development of a menu of best practices in leveling math K-12 as directed.
- Other related duties as assigned

### **SKILLS / QUALIFICATIONS**

- Experience in teaching math at the early, middle and senior levels
- Expertise in content and curriculum development, student learning, test analysis, mentoring and professional development
- In-depth knowledge of mathematics development

Personal skills essential to the position

- Ability to work independently, exercising sound judgment and resourcefulness
- Strong communication (written and oral) and public relation skills
- Exceptional ability to form positive relationships with students and staff
- Strong organizational, interpersonal and collaborative skills

### **EMPLOYMENT REQUIREMENTS**

- Bachelor's degree in a Mathematics field
- Teaching certificate and classroom experience is a must
- Extensive knowledge of Manitoba's mathematics curriculum