McCormick School District  
Position Description

POSITION TITLE: Math & Science Coordinator

Department: Curriculum & Instruction  
Reports to: Superintendent  
Contract: 240 Days  
Exempt

SUMMARY: The job of Math/Science Coordinator was established for the purpose/s of planning, implementing, directing and maintaining the District's math and science curriculum development and implementation; serving as a resource, and working to ensure that assigned functions meet established objectives and requirements.

EDUCATION and/or EXPERIENCE:
⇒ S.C. certification as secondary or elementary supervisor or principal  
⇒ Minimum five years of successful teaching experience.  
⇒ Job related experience within specialized field is required.  
⇒ Advanced graduate work in education in areas of curriculum development, supervision, instructional practices and research  
⇒ Practical experience in instructional management, curriculum planning, implementation and evaluation.  
⇒ Successful supervisory experience.  
⇒ Valid driver’s license.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.
⇒ Assesses the use of assigned District curriculum programs and materials for the purpose of evaluating program effectiveness.

⇒ Assists District and building administrators in understanding and utilizing student assessment data for the purpose of enhancing student academic achievement and meeting state, federal and District objectives.

⇒ Collaborates with other district personnel (e.g. District administrators, building principals, teachers, etc.) for the purpose of selecting and maintaining effective curriculum materials and methodologies.

⇒ Coordinates the development and implementation of the math and science curriculum for the purpose of enhancing student achievement, meeting District objectives and maintaining compliance with all relevant codes and regulations.
Maintains a variety of student assessment related records and files for the purpose of ensuring that assessment data (current and historical) is available as needed and ensuring documentation of assessment processes are in compliance with district, state and federal requirements.

Participates in meetings, committees, in-services and seminars for the purpose of conveying and/or gathering information required to perform functions.

Prepares a wide variety of written materials (e.g. analyses, reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Researches curriculum and student assessment materials, and methodologies for the purpose of providing additional information and/or recommendations, to address a variety of curriculum and student assessment needs and requirements.

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of effective curriculum design and implementation; student testing methodologies; statistical analysis; pertinent codes, policies, regulations and/or laws; concepts of grammar and punctuation; and business telephone etiquette.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**RESPONSIBILITIES:**
Working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization’s services.

**PHYSICAL SKILLS:**
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations.

**REASONING ABILITY:**
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.

**OTHER SKILLS and ABILITIES:**
- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) 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.*