

**Draft School Administrative Unit #33
Job Description**

TITLE:	ES/MS Mathematics Interventionist
REPORTS TO:	Building Principal(s)
EVALUATION:	Educators will be observed annually and evaluated in accordance of the Raymond Educator Effectiveness Plan
SUPERVISES:	N/A

GENERAL SUMMARY: Provide an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth in the area of Mathematics. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with Raymond School District Policies.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED): The ES/MS Mathematics Specialist will meet all qualifications and behavior standards as set by the State of New Hampshire authority. In accordance with certification requirements and the performance expectations of the Raymond Public Schools, all classroom teachers shall meet the following employment criteria.

- The minimum of a Bachelor's Degree from an accredited college or university.
- A valid New Hampshire Teacher's Certificate (applicable K-8 Elementary Educator required, HQT Middle School Mathematics preferred).
- A completed credential file that meets Raymond Public School standards.
- Professional verification of successful teacher performance and/or student teaching experience.
- Evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education.
- Regular and predictable attendance is required.
- This is a shared position and requires daily, reliable, personal transportation.

ESSENTIAL JOB FUNCTIONS:

- Planning, preparing and delivering instruction to all assigned students;
- Supporting the development and implementation of math curriculum, instruction and assessment in classrooms k-8;
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students;
- Assessing, recording and reporting on the development, progress, attainment and behavior of one's students;
- Communicating, consulting, advising and cooperating with the Principal, Assistant Principal, Team Leaders, and other teachers/teams in the preparation and development of courses of study, teaching materials, teaching programs and the reporting of student progress;
- Ensuring high standards of professional practice and quality of teaching and learning of Mathematics.
- Participating in and leading In-Service education and training courses as well as in continuing professional development opportunities, and taking part in action research exercises;

- Maintaining good order and discipline amongst students under one’s care and safeguarding their health and safety at all times;
- Participating in staff, group or other meetings related to the school curriculum, for the better organization and administration of the school;
- Contributing to the professional development of new teachers and student teachers according to arrangements agreed with the Principal;
- Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance;
- Participating in school assemblies;
- Registering and monitoring the attendance of students under one’s care;
- Sharing in any possible and reasonable way in the effective management, organization, order and discipline of the school;
- Nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners;
- Making use of technological devices/aides and other adaptations during the delivery of the lessons;

Note: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	<u>O</u>	F	C	Twisting	N	R	<u>O</u>	F	C
Lift 11 to 25 lb.	N	R	<u>O</u>	F	C	Bending	N	R	<u>O</u>	F	C
Lift 26 to 50 lb.	N	<u>R</u>	O	F	C	Crawling	<u>N</u>	R	O	F	C
Lift over 50 lb.	<u>N</u>	R	O	F	C	Squatting	N	R	<u>O</u>	F	C
Carry up to 10 lb.	N	R	<u>O</u>	F	C	Kneeling	N	R	<u>O</u>	F	C
Carry 11 to 25 lb.	N	R	<u>O</u>	F	C	Crouching	N	R	<u>O</u>	F	C
Carry 26 to 50 lb.	N	<u>R</u>	O	F	C	Climbing	N	<u>R</u>	O	F	C
Carry over 50 lb.	<u>N</u>	R	O	F	C	Balancing	N	<u>R</u>	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	<u>O</u>	F	C
Reach at shoulder height	N	R	<u>O</u>	F	C
Reach below shoulder height	N	R	<u>O</u>	F	C
Push/Pull	N	R	<u>O</u>	F	C

<u>KEY</u>
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Hand Manipulation

Grasping	N	R	O	<u>F</u>	C
Handling	N	R	O	<u>F</u>	C
Torquing	N	R	<u>O</u>	F	C
Fingering	N	R	O	<u>F</u>	C

Controls and Equipment:

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8

Cognitive And Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for receiving instructions and queries
Sight: Necessary for doing job effectively and correctly
Tasting & Smelling: Not required

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures: May be exposed to cleaning fluids, copier toner, possible bodily fluids

Other Items to consider

Environment: Inside: %90 Outside: %10

Work Surfaces: carpet and tile floors, chair and standard desk

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is typically able to sit and stand as needed.

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***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification: Exempt

Adopted: 8.29.19

Revised:

Revised: