



**University School**  
**Jr. K-8 Math Specialist**  
**Job Description, Duties, and Responsibilities**  
**2021-2022**

**School Mission:** University School inspires boys of promise to become young men of character who lead and serve. Our dedicated faculty, rigorous curriculum, and experiential programs foster intellectual, creative, and moral excellence. University School is a diverse and inclusive community where each boy is known and loved.

**Job Description:** The Jr. K-8 Math Specialist will design and implement both enrichment and intervention practices for students who are in need of services that extend beyond the classroom. This will include teaching math lessons to both individual and small groups of students in both the Lower and Middle Schools. As a member of both the Math Department and the Student Services Department, the Jr. K-8 Math Specialist will engage in school conversations about best practices in mathematics instruction for all learners. This position will spend approximately two-thirds of their time in the Lower School and one-third of their time in the Middle School. This split may vary, year to year, based on the needs of the school.

**Title:** Jr. K-8 Math Specialist

**Department:** Shaker Faculty

**Status:** Full-Time

**Reports to:** Lower & Middle School Deans of Students

**Date:** January 2021

**Major Duties and Responsibilities:**

- Provide both support and enrichment to students in grades Jr. K-8 that runs parallel to their classroom math instruction
- Support
  - In grades K-6, provide direct intervention for students who are in need of remediation in mathematics, utilizing a wide range of techniques and materials
  - For grades 7-8, teach our Middle School Math Workshop classes for students who need additional support and review of mathematical concepts
- Enrichment
  - Collaborate with the Jr. K-8 Enrichment Specialist to coordinate, design, and teach our math enrichment programs for small groups of advanced students in grades Jr. K-5. Coordinate closely with the Middle School Math Department Chair to ensure smooth transition and placement into middle school courses
  - Assist Middle School Math Department Chair with extracurricular math programs, contests, and enrichment

- In collaboration with the Middle School Math Department Chair, act as a resource to Lower School teachers in building, developing, and strengthening mathematical teaching practices; analyzing assessment data and working with teachers to inform grade-level instruction; and guiding implementation, interpretation, and instructional response in relation to fact fluency assessments
- Assess student progress and complete progress reports
- Communicate effectively with students, parents, and faculty
- Contribute to the University School community outside the classroom
- Other appropriate duties as assigned by the Lower & Middle School Deans of Students, Division Directors, or Head of School

**Requirements:**

- Undergraduate or graduate degree in math and/or a related field
- Experience teaching math and/or supporting and enriching students at the lower and/or middle school levels
- Current teaching license preferred