

**Diocese of Sacramento
JOB DESCRIPTION**

DEPARTMENT: Various Schools

POSITION: Math Specialist

CATEGORY: Exempt

POSITION STATUS: Full Time

SUPERVISOR: Principals

JOB SUMMARY: The Math Specialist provides exceptional mathematics instruction while exemplifying Catholic values and supporting students in their Christian formation. This educator creates an engaging learning environment where students develop strong mathematical foundations and problem-solving skills within a faith-based context.

ESSENTIAL FUNCTIONS: The math specialist establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgement.

PRIMARY RESPONSIBILITIES

Catholic Identity & Professional Conduct

- Support students' Christian formation by modeling Catholic living both in and out of the classroom
- Participate in ongoing training and maintain the appropriate Catechist Certification
- Adhere to Code of Ethical Conduct
- Comply with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook
- Communicate professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Supervise and accept responsibility for the safety and well-being of each child as assigned
- Exhibit flexibility in the day-to-day school environment

Curriculum & Instruction

- Develop and implement cohesive mathematics curriculum across all FOUR schools to meet diverse student needs
- Provide specialized instruction to students who need additional support or enrichment
- Create and maintain resources for differentiated math instruction
- Plan instruction carefully and implement content effectively
- Organize and prepare resources for students
- Maintain effective classroom management and cultivate an atmosphere conducive to learning

Collaboration & Professional Development

- Participate in the Notre Dame ASCENT program as a representative of the Diocese of Sacramento
- Coach and mentor classroom teachers on effective mathematics pedagogy
- Actively participate in teacher collaboration and articulation at all school sites
- Confer with principal and staff in the planning and development of curriculum and pedagogy

- Collaborate with colleagues to ensure cohesive mathematics programming

Assessment & Data

- Analyze student assessment data to guide instructional improvements
- Assess student/teacher progress regularly and provide timely feedback

Requirements

- Complete background checks, Safe Environment training, and provide proof of negative TB test prior to employment
- Degree in Mathematics Education or related field preferred
- Valid teaching certification with mathematics specialization
- Experience with Catholic education environment preferred
- Ability to travel between four school locations

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Provides proof of existing Catechist Certification or completes Catechist training
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE