



# NATIONAL TRAINING NETWORK JOB DESCRIPTION ALGEBRAIC THINKING COACH

**Position Title: ALGEBRAIC THINKING COACH**

**Reports To: REGIONAL MANAGER**

## **1. Position Purpose:**

The Algebraic Thinking Coach is expected to support Algebraic Thinking teachers to ensure full implementation and fidelity of Algebraic Thinking; serve as a liaison between the math department office and Algebraic Thinking teachers; provide professional development that emphasizes the most effective use of Algebraic Thinking; and provide documentation of all interaction with teachers, principals, department chairs, regional manager, and district personnel.

## **2. Essential Functions:**

- Conduct demonstrations/model lessons.
- Conduct training.
- Assist in planning curriculum and lessons.
- Mentor teachers.
- Observe and constructively critique teachers.
- Assist in coordination efforts with ongoing professional development.
- Plan and execute professional development sessions for the district.
- Provide support and assistance as needed.
- Complete daily, monthly and quarterly reports.
- Present weekly e-letters for each grade/district regarding pacing, preparation & presentation.
- Maintain constant communication with teachers, principals, and regional manager.
- Complete other projects as assigned by regional manager.

## **3. Principal Accountabilities:**

- Provide mentoring, coaching, support to Algebraic Thinking teachers.
- Customer service and satisfaction.
- Knowledge of all Algebraic Thinking products and components.
- Keep current with state and national trends/curriculum.
- Effective communications.
- Provide high quality training.

## **4. Position Dimension:**

The coach is pivotal in ensuring the full implementation and fidelity of Algebraic Thinking. As such, the coach must work closely with his/her respective Regional Manager, Algebraic Thinking teachers, and designated district staff. While there may be periodic and specific projects assigned to a coach by the Regional Manager, the fundamental obligation of the coach is to provide support and coaching to Algebraic Thinking teachers.

### **Organizational Relationships:**

The coach, internally, works directly with his/her respective Regional Manager. Externally, the Coach works collaboratively with Algebraic Thinking teachers, principals, and district staff.

## **5. Skills and Knowledge**

- Working knowledge of the Foundations Part I and Part II Algebraic Thinking lessons in both student and teacher editions, appendices, and lesson notes.
- Pedagogical knowledge of the teaching of mathematics.
- Effective instruction methodologies.
- Effective classroom management strategies.
- Effective use of motivation theory.
- Knowledge and experience with effective coaching and mentoring principles and practices.
- Knowledge on use of assessments for instructional improvement.
- Excellent communication skills –written and verbal.
- Possess mastery level teaching skills.
- Ability to present oneself in a multitude of group settings.
- Proficiency in demonstrating and teaching all AT lessons.
- Proficiency in classroom observation techniques and analysis of effective classroom instruction
- Proficiency in providing verbal and written feedback to AT teachers.