San Francisco Unified School District
Mathematics Program Administrator

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Please Apply: www.sfusd.edu/en/employment/administrative-careers.html

SFUSD MISSION AND GOALS

The mission of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential.

Our three primary goals focus on closing the achievement gap and diminishing the predictive power of demographics:

- Access and Equity: We will make social justice a reality by ensuring every student has access to quality teaching and learning;
- Achievement: We will ensure that every student graduates from high school ready for college and career success in the 21st century;
- Accountability: We will keep our promises to students and families and enlist everyone in the community to join us.

DESCRIPTION

The Mathematics Program Administrator is part of the Curriculum and Instruction Division under the supervision of the STEM Executive Director. The Program Administrator is responsible for aligning the SFUSD mathematics instruction with district mission and goals. This individual supervises a team of Middle Grades Mathematics Coaches and directs their work in keeping with the district strategic plan. He/she is responsible for working with the SFUSD educators to develop and implement a common vision of effective mathematics instruction across grades 6-8. A major portion of this work will be bringing coherence and collaboration across the math departments at school sites. The job of Mathematics Program Administrator includes, but is not limited to:
• Directing the site based math coaches who support the implementation of a district core curriculum that is aligned to the letter and spirit of the Common Core State Standards for Mathematics.
• Working with site level administration/leadership to implement the SFUSD core curriculum.
• Coordinating and helping define the work of outside partners who are working within these schools to ensure that all work aligns with the district vision and its goals for coherence.
• Working with fellow math leaders to implement a math plan that fosters the habits of mind that will allow students to be successful through and after their SFUSD education.
• Supporting mathematics instruction in de-tracked classrooms where significant differentiation is expected.
• Performing related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Mathematics Program Administrator will drive the implementation of a coherent and effective mathematics curriculum in grades 6-8, including grade level content and practice expectations, appropriate instructional materials, and a viable pacing. Among the specific responsibilities are:
• Directing the work of the Middle School Math Coaches to support the implementation of the SFUSD Mathematics Core Curriculum;
• Coordinating the work of district partners to ensure their work and material fosters implementation of the SFUSD Core Curriculum; and

In the domain of instruction, the Mathematics Program Administrator will lead the support of effective teaching of mathematics in middle grades as embodied in the SFUSD Core Curriculum and Mission statement. Among the specific responsibilities in this domain are:
• Working with math coaches and site leaders to build the competencies, culture, and conditions that foster teacher reflection with a focus on what can be improved and how to make these improvements.
• Working with math coaches to embed the SFUSD Math Teaching Toolkit and the associated pedagogical strategies in all grade 6-8 math classrooms.
• Working with math coaches and site leaders to develop a shared, district-wide vision of effective teaching of mathematics in middle grades.
• Working with central and site leaders to develop plans for the sustained learning of content and pedagogical content knowledge by teachers as they implement the district’s Core Curriculum.
In the domain of **assessment**, the Mathematics Program Administrator will be expected to ensure that the SFUSD Common Learning Assessments (CLA) are valued by the teacher and school communities. Among the specific responsibilities in this domain are:

- Fostering teacher analysis of student work, in particular CLA performance tasks, to monitor needs and improvements;
- Working with math coaches and site leaders to embed regular analysis of student, class, and school assessment data and use these analyses to devise plans of action.

In the domain of **professional development**, the Mathematics Program Administrator will play a primary contributor to the implementation of an ongoing plan for supporting professional growth within a culture of dignity, transparency, collaboration, and support. Among the specific responsibilities in this domain are:

- Overseeing a set of professional development experiences that support the middle school math coaches.
- Work with the larger SFUSD Math Team, District Partners, and Site Leadership to develop and deliver a set of professional learning experiences designed to deepen the mathematics content and pedagogical knowledge of grade 6-8 SFUSD math teachers.
- Providing direction, evaluation, and analysis of district-sponsored professional development, and work with district partners to build coherence in the goals, tools, and approaches of different professional development efforts.

This position requires travel to various locations throughout the District and may require work outside of the traditional school-day hours to coordinate or provide professional development activities.

**MINIMUM REQUIREMENTS**

- Five years of professional teaching experience;
- Experience in successful facilitation of professional development among administrators, whole school staffs, teacher leader meetings, and with community partnerships;
- Working knowledge of learning groups and structures to support them;
- Strong content knowledge of mathematics and ability to apply it to teaching and learning;
- Solid understanding of the expectations of the Common Core State Standards, both content and Standards of Mathematical Practice;
- Valid California Administrative Services credential
- Legal authorization to work in the U.S.
DESIRED QUALIFICATIONS

- Salary schedule and calendar are per agreement between UASF and the SFUSD.
- Days of service are based upon the school calendar while the total number of service days is equal to the service days in the contract.

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NECESSARY MATERIALS FOR APPLICATION

- Completed SFUSD application via SearchSoft (www.sfusd.edu/jobs), including:
  - Letter of interest and current resume;
  - Copy of valid administrative credential.

San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.