

Terrell I.S.D. Job Vacancy

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Title:	Secondary Coordinator for Mathematics and Science (Grades 7-12)	Duty Day: 211 days
Reports To:	Asst. Superintendent of Curriculum, Instruction, and Accountability	Wage/Hour Status: Non-Exempt
Reports To:	Stacey Ellis Executive Director of Human Resources and Student Services	Pay Grade: AP-3
		Date Posted: November 29, 2011
		Deadline to apply: Until Filled

Primary Purpose:

Coordinate and lead the implementation of Mathematics and Science program and/services across various departments in order to ensure system-wide coherency, continuity, and accountability.

Qualifications:

Master's Degree Preferred
Five years of experience in teaching
Valid Texas Teaching Certificate
Strong knowledge base for improving instruction in 7-12 Math and Science
Data demonstrating successful practices in Math and/or Science preferred
Knowledge of curriculum, instruction, and assessment
Previous Campus or District leadership role preferred
Excellent writing skills
Strong organizational, communication and interpersonal skills

Major Duties and Responsibilities:

1. Model lessons for secondary mathematics courses.
2. Model effective teaching and best practices to support campus instruction.
3. Articulate the district's mission, philosophies, and curriculum/instructional strategies.
4. Remain current in scientifically research-based best practices and requirements in the content area.
5. Plan, facilitate, present, and evaluate professional learning that supports the curriculum.
6. Work collaboratively with the campus-based instructional leaders to support teachers in the delivery of content.
7. Support and collaborate with principals, teachers, and support staff to affect horizontal and vertical continuity.
8. Collaborate with campus and district staff in the selection of appropriate instructional resources.
9. Calibrate resources both vertically and horizontally
10. Develop, preview, recommend, and maintain resources that are aligned to the curriculum including technology applications, programs, grants, and research.
11. Assist in the mentoring and modeling of instructional practices to build campus capacity.
12. Assist in the identification, prioritization, and development of professional learning that addresses a diverse student population.
13. Assist in the collection of district data to develop actions that address present and future needs.

14. Assist in the communication with all stakeholders regarding components of the assigned program.
15. Assist in the development and management of the budget.
16. Collaborate with campus and district staff to develop assessments.
17. Develop short-term and long-term goals for the curricular area with an emphasis on PreK-12 alignment and articulation.
18. Assist in the preparation of reports and resource materials for evaluating the effectiveness of the program.
19. Serve on district, regional, and state committees as assigned.
20. Participate in professional organizations to maintain knowledge of current trends and best practices.
21. Perform other duties as assigned.

Equipment Used:

Classroom technologies, personal computer, scanner, typewriter, printer, copier, and FAX machine

Working Conditions:

Work with frequent interruptions, maintain emotional control under stress.
 Repetitive hand motions and prolonged work on a computer are part of this job.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedures:

Please submit requested information to:

Terrell ISD Human Resources department
 Attention: Stacey Ellis, Executive Director of Human Resources
 and Student Services
 700 North Catherine Street
 Terrell, Texas 75160
 Office Number: 972-563-7504
 Fax: 972-551-5712
stacey.ellis@terrellisd.org

- District Employees:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 2. Updated Resume

- Outside Applicants:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 2. Certificate(s)
 3. Resume
 4. Online Application www.terrellisd.org or go to www.teacherjobnet.org
 5. Transcripts
 6. Criminal History Form (download from our website)
 7. 3 Reference Letters (download from our website)
 8. After you have completed the online application please contact Rebecca Moss at 972-563-7504 ext. 3338 or email her at Rebecca.moss@terrellisd.org to let her know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.