



## JOB DESCRIPTION

<b>POSITION/TITLE:</b>	Early Math Education Specialist
<b>GROUP:</b>	Early Childhood Applied Practice Group (ECAP)
<b>SUPERVISOR:</b>	Sr. ECAP Director
<b>JOB STATUS:</b>	Exempt, Salaried
<b>HOURS:</b>	1.0 FTE, 40 Hours/Week

### SUMMARY DESCRIPTION

Under the general direction of the Sr. ECAP Director, the Early Math Educational Specialist will serve as a coach, resource and advisor in Early Childhood Mathematics (ECM). The Specialist performs complex professional work ensuring that HighScope's math curriculum is research-based, validated, and differentiated to meet diverse preschool students' needs. The ideal candidate will have high-level expertise in early math teaching and learning and extensive knowledge of early math research, curriculum and assessment. The individual in this role will work closely with the Sr. ECAP Director and external early math consultants to ensure the quality of early math resources and program design.

### ESSENTIAL FUNCTIONS/DUTIES:

- Collaborate with Sr. ECAP Director and Chief Research Innovation Officer in addition to private specialty contractors to develop and execute an evaluation of HighScope early math curriculum
- Utilize assessment tools and diagnostics to analyze data to make curriculum recommendations and adjustments and plan professional development
- Evaluate and refine a variety of ECM teaching methods and instructional strategies; develop strategies to integrate math programming into the existing daily schedule and gather feedback on curriculum implementation in classrooms
- Develop and deliver trainings and coaching to increase knowledge and capacity of demonstration preschool teachers and ECAP staff
- Coach demonstration preschool teachers in providing alternative methods of instruction for students requiring additional support or extensions in math learning
- Ensure that materials are culturally appropriate, contextually relevant, and designed to complement and reinforce ECM learning
- Represent HighScope by attending and presenting at regional and national meetings and conferences pertaining to ECM
- Develop initiatives to support parent and early caregiver engagement in math; disseminate knowledge and resources that they can utilize to promote math learning outside of the classroom
- Support the business development department with grant writing, review and other essential contributions pertaining to HighScope math curriculum
- Perform other work-related duties as assigned

**JOB QUALIFICATIONS:***Education/Experience:*

- B.S. in early childhood education, child development, teaching, or curriculum and instruction or related field required, advanced degree preferred
- Experience designing or evaluating mathematics curriculum
- Experience providing coaching or professional development in early math teaching
- Early childhood teaching experience strongly desired

*Knowledge, Skills, Abilities*

- Strong pedagogical mathematical content knowledge and the ability to plan and implement and adjust instruction to meet diverse learners' needs
- Thorough knowledge of skills and processes of mathematical learning standards, math learning trajectories, and how curriculum may be organized to teach these standards to diverse learners
- In-depth knowledge of the principles and methodology of effective teaching; an understanding and commitment to best practices in progressive education philosophies
- Ability to deliver oral presentations and to prepare clearly-written reports
- Ability to analyze and utilize data to evaluate and modify math curriculum instruction and assessment
- Ability to integrate technology effectively in the classroom
- Ability to provide guidance to teachers on strategies for engaging parents in instruction Familiarity with recommendations by the National Council for Teachers of Mathematics and the Common Core standards
- Familiarity with effective mathematics curriculum programs textbooks, materials and instructional strategies
- Highly organized and detail-oriented

*Other Qualifications/Requirements (e.g. Licenses/Certifications, Travel, Lifting, etc.)*

- Normal office environment
- Physical actions performed frequently, typing, sitting, and reading. Some standing, walking, conversing, using the phone, hearing, stairs
- Travel: Must be willing and able to travel, including overnight, as required. Will need valid driver's license for travel by car and passport for overseas travel if necessary

**DISCLAIMER** - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.