



CORNERSTONE

1611 AMES AVENUE ♦ ST. PAUL, MN 55106

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**Cornerstone Montessori Elementary School
Job Description**

Job Title: ADSIS Math Specialist
Reports To: Head of School
Approved By: Board of Directors

SUMMARY

Plans and develops, under the guidance of Administration, instructional materials, lessons, and other activities to support Cornerstone's goals and objectives in accordance with the mission statement. The ADSIS Math Specialist is responsible for providing Tier 2 interventions to children who require additional mathematics support, so that they have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth. The Specialist evaluates the needs and abilities of students in grades 2-6, using an assessment tool determined with Administration, and develops/utilizes curricula to best present and provide instruction to children. The Specialist assures children show continuous improvement in learning basics and essential skills and completes necessary data collection and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conduct ongoing formal and informal assessment of children's mathematics needs and skills.
- Prepare and conduct lessons for children whose math needs/skills are labeled at risk or below grade level.
- Communicate with families regarding children's math needs/skills and progress.
- Collaborate with general education teachers to plan curriculum and jointly support content learning.
- Participate in ongoing staff, team, and individual professional development.
- Facilitate the process of exiting students from interventions.
- Document minutes spent with each child, progress attained, and start/end dates for interventions.
- Support staff and children in transition times, lunch, and recess as assigned.

QUALIFICATIONS

- Valid Minnesota Teaching License in Elementary Education or Mathematics
- AMI Elementary Diploma preferred.
- First Aid and CPR certification
- Prior successful experience in urban, multicultural education desirable.
- Demonstrates continued professional development through course work, research, peer collaboration, and/or job-embedded staff development.

- Working knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective.

SCHEDULE

The Specialist is expected to work 8:00-4:30 daily. These hours are to include preparation and child-contact time. A 30-minute unpaid lunch break is included. Additional events, meetings, and activities may be required outside the work day.

Non-discrimination Notice:

Cornerstone Montessori Elementary School does not discriminate in employment or in any of its programs and activities on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local human rights commission, disability, sexual orientation, age or genetic information.