

Sul Ross State University

Position Description

Official Title: Academic Specialist – Mathematics **Salary Group:** 9 **Job Code:** 3621

Summary

Function: Primarily responsible for the development, implementation and evaluation of math instruction for project participants.

Scope: Project participants include first generation, low income, and students with disabilities.

Duties

Essential: Develop math curricula for SSS students; assist with development of IEPs for individual and student participants; assist with student and project evaluation; supervise math tutors; provide math instruction for participants in a one-on-one or group setting; Assist SSS Director in matching math tutors with project students; monitor students' progress through periodic assessment of progress; work closely with Project Director, Counselor and regular math faculty to monitor student progress; implement peer tutor orientation and training. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to Director of Student Support Services Grant

Education

Required: Bachelor's Degree in Mathematics.

Experience

Required: Teaching experience, especially with disadvantaged populations.

Preferred: Experience in the following areas: CAI Math tutorials, curricula development, individual learning, competency-based instruction, and computer-assisted instruction.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: Position is Security Sensitive. Position is contingent upon continued grant funding. FTE .50 for 9 months.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: May, 2005