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| <b>Job Title</b>      | Math Specialists ( PT and FT Positions) |
| <b>PVN ID</b>         | LA-1510-000799                          |
| <b>Category</b>       | Instruction and Social Service          |
| <b>Location</b>       | LAGUARDIA C. C.                         |
| <b>Department</b>     | Pre-College Academic Programming        |
| <b>Status</b>         | Part Time                               |
| <b>Salary</b>         | Depends on qualifications               |
| <b>Hour(s) a Week</b> | 15.00-35.00                             |
| <b>Closing Date</b>   | Feb 26, 2016 (Or Until Filled)          |

## General Description

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The Pre-College Academic Programming Department ([www.laguardia.edu/pcap](http://www.laguardia.edu/pcap)) is seeking part-time and full-time Math Specialists to design and deliver comprehensive high school equivalency, college readiness and first year math curricula. PCAP's mission is to support low income adults and out-of-school youth as they apply to college, matriculate and persist through their first year at LaGuardia Community College.

Math Specialists teach pre-college and first year college math students, develop innovative and interactive contextualized curricula, design authentic assessments, monitor student progress, and provide professional development for best practices in mathematics instruction. The Math Specialists also provides mathematics staff development, evaluates students to determine mathematics strengths and weaknesses, and plans and implements additional support services in mathematics as needed.

## Other Duties

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Work will include a variety of instructional, administrative and staff development duties including the following:

- Deliver instruction to high school equivalency, pre-college and first year college students for up to 21 hours per week for FT ( up to 15 hours per week for part-time positions)
- Design high school equivalency preparation and college prep math curricula
- Design and implement math readiness and support component of the Back on Track (BOT) program

including course and tutorial schedule

- Provide support services for students experiencing mathematics difficulties
- Evaluate students for strengths and weaknesses in mathematics
- Provide appropriate instructional interventions for identified students
- Plan, demonstrate, co-teach, and coach with classroom teachers
- Meet with program teams to assist in implementation of mathematics curriculum
- Serve as a resource for professional materials and instructional strategies/materials
- Design and present campus based staff development sessions for instructional staff
- Assist teachers and program staff identifying program weaknesses in mathematics
- Participate in position-related professional development
- Establish program benchmarks in collaboration with program coordinator
- Implement data collection, entry, and reporting procedures for all mathematics related initiatives in PCAP programs and the BOT program
- Other related duties as assigned

## Qualifications

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- Bachelor's Degree Required. Master's degree in mathematics, secondary mathematics, education, adult education or related field preferred.
  - Minimum 3 years teaching experience in adult education, secondary or postsecondary education classrooms
  - Strong conceptual understanding across mathematics, including, but not limited to: mathematical thinking, arithmetic, college algebra, geometry and statistics
  - Demonstrated understanding and use of inquiry-based and constructivist pedagogies
  - Demonstrated use of interdisciplinary approach to math instruction, including, problem centering, contextualizing and other strategies
  - Familiarity with College and Career Readiness Standards & Standards for Mathematical Practice, The Carnegie Foundation's Statway and Quantway models and TASC and Compass Assessments
  - A minimum of two years experience and demonstrated skill in improving students' mathematic skills and reasoning
  - Experience working as a member of a project team or department that includes, but is not limited to: teachers, faculty, support professionals and administrators
  - A commitment to supporting college readiness & success for underserved students; an understanding of college access and transition issues
  - Ability and skill to motivate and lead non-traditional learners to persist and thrive in new collegiate and academic environment
  - Experience working with a diverse adult or out-of-school youth student population, preferably in a higher education setting.
  - Some evening and weekend work may be required. Part-time positions include generoud paid planning and professional development time.
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To apply, submit a resume, cover letter and a sample of a recent lesson or unit plan designed to develop students' mathematics skills. Applicants should upload the cover letter and work sample as one attachment.