

Job Description

JD CC 218
Updated September 2009

Position Title: **Math League - Assistant Coach/Advisor**

Qualifications:

- Licensed and certified teacher, administrator, or counselor as required by the Department of Public Instruction, or other interested adult with math skills who can assist math league students to be competitive.
- Ability to work with students.
- Possesses the mathematics knowledge to assist students in becoming excellent competitors in the math league competition.
- Ability to accept directions and constructive criticism from supervisors.
- Ability to follow work rules and procedures.

Immediate Supervisor: Building Principal or District Administrator

Position Function:

Assist the students entering math league competition with the math skills required to successfully compete in math league competition, and serve a coach, mentor, and advisor to the students on a continuing basis while students are preparing for the competition.

Specific Responsibilities:

1. Assist with the recruitment of students into the math league competition. Assist with explaining procedures, rules, and student responsibility toward the program.
2. Assist in the selection of students for the math league.
3. Assist in the selection and distribution of the required study materials for the competitions to the students.
4. Assist with practice sessions for the students and serve as a coach and teacher at practices.
5. Assist with the publicizing of test competition results.
6. Assist with recognizing student success and participation in the math league program yearly through awards.

Evaluation: Performance of this job will be evaluated in accordance with the Board's policy on employee evaluation. Evaluation is done by the 7-12 Principal.