

DELHI PUBLIC SCHOOL, HYDERABAD

Primary Math Lab Facilitator and Content Developer Job Description

Title: Primary School Math Lab Facilitator and Content Developer

Qualifications: Any Graduate, B.Ed preferred

Reports to: Co-coordinator/HM and Principal

Job Goals: This position is responsible for designing, developing and implementing a math program that includes hands-on activities and experiential learning aligned to the math curriculum followed by the school. This position will also provide extra instruction for children who are below grade level. It includes gathering data, and collaborating with classroom teachers on placement of students based on the information derived from the data.

Performance Responsibilities:

Content Development Responsibilities:

1. Designing, developing and implementing a high quality math program that is based on CBSE Standards and includes content-based instruction integrated along with hands-on activities.
2. The math program must include hands on activities using various manipulative to boost analytical and logical reasoning in children. This program must help children connect the abstract concepts they learn to daily life.
3. Develop lesson plans, which align all activities to the topics covered in the grade level textbook and serve as a re-enforcement of regular math classes.
4. Ensure the math program comprehensively meets all core standards along by providing clear objectives and learning outcomes of each activity proposed.

Instructional and Classroom Responsibilities:

1. Provides direct instruction to students in whole and/or small group settings.
2. Monitoring student progress and assisting in determining activities for those students who need intervention.
3. Uses a variety of manipulatives and hands-on activities to support content

standards, the needs and capabilities of the individuals or student groups involved.

4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Assisting in establishing exemplary classroom practices with the help of the classroom teacher.
6. Assess students and maintain academic records as necessary.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by school policy, administrative guidelines, or specific program requirements.
9. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
10. Make provision for being available when required or requested to do other school duties.

Professional Development Responsibilities:

1. Strives to maintain and improve professional competence through professional development activities.
2. Be a part of the Primary Wing Math Team.
3. Planning and conducting math team meetings and workshops.
4. Identify training needs in Math and facilitate training.
5. Participates in discussions or activities focused on using research to improve math.
6. Participates in staff development focused on delivery of math intervention and assessment.
7. Other duties as assigned by the Coordinator or his/her designee.

The essential functions listed above are not exhaustive and may be supplemented as necessary. The position may perform a variety of non-essential functions consistent with the scope and intent of the position.

