Cape Elizabeth High School MATH TEAM ADVISOR

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. CEHS teacher or staff member preferred.

III. An adult with a strong organizational and communication skills who is familiar with and able to effectively instruct approximately 20-45 team participants so that they develop their math skills and who is able to inspire them to work effectively together in a fun, competitive environment that tests students' math skills and ability to perform problems effectively and creatively under pressure.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Group of 20-45 individual student team members from grades 9-12 during monthly math meets and smaller groups who may qualify for state or New England competitions in the spring.

JOB GOAL:

To reinforce and extend math skills in algebra, geometry, advanced algebra, trigonometry, statistics, and pre-calculus that are taught in CEHS's math classrooms. The advisor also develops students' abilities to apply those skills in an environment that requires students to analyze problems quickly, selecting an appropriate problem-solving approach when some problems can be approached and solved in a variety of ways. Participation in the math team should be fun and competitive, reinforcing math skills and, more significantly, developing students' creative, problem-solving abilities that will benefit them in their lives beyond math.

PROFESSIONAL RESPONSIBILITIES:

I. To oversee the Math Team budget.

II. To make materials and coaching available to students on a monthly basis to help them prepare for the types of problems that will be the focus of the upcoming math event.

III. To assign individual students to appropriate roles on the multiple CEHS teams that participate at each meet, balancing the twin goals of individual skill development and team competitiveness,

IV. To act as an ambassador for the team to other CEHS math teachers, encouraging them to encourage students to participate in math team competitions.

V. To communicate with the Principal concerning matters connected to the team.

VI. To attend regional and state meetings, as appropriate and needed, concerning the state and New England math competitions.

VII. To organize and coordinate an annual regional math meet at Cape Elizabeth High School.

VIII. To adjust roles and responsibilities as student skills develop and in light of external factors such as issue of ineligibility and student discipline and student inability to attend certain math team events.

IX. To arrange and coordinate for appropriate logistics (travel, communication, etc.) and adult supervision of team members who are invited to attend state and New England math competitions.

X. To communicate clearly, as necessary, with parents/guardians and with other members of the staff (custodians, Community Services, teachers, etc.) concerning issues connected to the team.

XI. Other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: November 9, 2010

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