

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Math Specialist – Main and Harbour View Campus
DEPARTMENT: Sandra F. Birdsong Center for Academic Excellence
REPORTS TO: Coordinator for the Sandra F. Birdsong Center for Academic Excellence
FLSA: Exempt, Full-time
TERM: 10 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

The Math Specialist in the Sandra F. Birdsong Center for Academic Excellence is responsible for providing direct instruction to students, individually or in small groups, at both the Main and Harbour View campuses, to help students to develop math skills. The Math Specialist will conduct assessments of students, analyze results, report results to parents, teachers, and students, when appropriate, and determine learning needs of students as related to the curriculum. The Math Specialist helps students learn and implement math strategies to enhance their mathematical awareness, knowledge and abilities.

Furthermore, the Math Specialist in the Sandra F. Birdsong Center for Academic Excellence is responsible for assisting in designing and leading faculty development related student math skills, assessments, etc. at both the Main and Harbour View campuses. The Math Specialist will also work closely with administration, faculty, and parents to communicate additional needs of students receiving math intervention.

Essential Functions:

- Support teachers in implementing best practices in math education.
- Lead math based professional development sessions in the Preschool and Lower School at both the Main and Harbour View campuses.
- Administer appropriate diagnostic and comprehensive testing to determine at risk students and student's weakness areas.
- Assess and review student progress on a weekly basis.
- Provide math interventions to support students' needs.
- Participate in parent conferences as needed.
- Work collaboratively with students, parents, teachers, and administrators to contribute to the overall educational experience of students of a wide range of abilities.
- Take part in professional development sessions that apply to the position.
- Perform other duties as assigned.

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Preferred Education/Background:

- A Master's degree from an accredited college or university, preferably in Education or related field; Math Endorsement or Math Specialist Certification preferred
- Experience in facilitating professional development opportunities and supporting teachers in implementing instructional strategies
- Strong oral and written communication skills and the ability to maintain a positive, collaborative working relationship with faculty, staff, students, parents and administration
- Proficient use of instructional technology in the classroom, including use of Google Drive, course management systems, Microsoft Word, Excel, PowerPoint and the use of SmartBoards and digital projectors
- 5+ years successfully teaching in a K-12 environment
- 5+ years of proven experience in working with students with learning differences preferred
- Experience in teaching at an independent school preferred
- Ability to adapt quickly and effectively to new and evolving technology
- Exhibit innovation and vision in processing information related to this role

Required Skills:

- Strong work ethic
- Excellent oral and written communication skills
- Excellent time management skills
- Flexibility, positive attitude, strong team player
- Ability to work independently with minimal supervision
- Must practice and maintain confidentiality and discretion at all times
- Demonstrated proficiency using Excel, Word, PowerPoint. Google Educational Apps and Blackbaud experience preferred

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Amy Morrell, Executive Administrator, Office of the Head of School, at amorrell@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.