

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Manager – Math	<b>REPORTS TO:</b>	Director - Mathematics
<b>DEPARTMENT:</b>	Mathematics	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028 AASD
<b>REVISED:</b>	June 14, 2007		

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**BASIC FUNCTION:**

Plan, organize, develop, and implement Board of Education policies for mathematics K-12 curriculum programs; provide districtwide leadership for implementing K-12 mathematics curriculum programs; coordinate inservice courses/workshops and other teacher development activities in the mathematics area for improvements to curriculum, instructional methods, and pupil achievement; train and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Plan, organize, develop, and implement Board of Education policies and instructional standards for mathematics K-12 curriculum programs. *E*

Work with area superintendents and resource teachers to coordinate curriculum designed to serve K-12 pupils and special populations including gifted and talented, exceptional needs, and second language pupils. *E*

Coordinate inservice courses/workshops and other teacher development activities in the mathematics areas for improvements to curriculum, instructional methods, and pupil achievement. *E*

Coordinate textbook pilots and adoptions in mathematics; communicate with textbook publishers and district Instructional Media staff to determine needs and budget implications. *E*

Serve as district resource for school sites providing mathematics curriculum instruction. *E*

Evaluate and recommend selection of textbooks, audiovisual materials, library books, and other materials for the mathematics curriculum area. *E*

Review current mathematics materials available for intersession and summer school, determine needs, and supervise the development of guides and student materials. *E*

Plan, organize, and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Analyze problems, make decisions, and be responsible for those decisions. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in mathematics programs and related functions; develop work schedules; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*

Provide technical expertise, information, and assistance to the director regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the director of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate mathematics activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Participate at meetings involving parent/community groups and others to provide information regarding curriculum programs. *E*

Participate in or lead major community-related projects involving mathematics; participate in or lead districtwide committees on mathematics curriculum development. *E*

Assist in developing proposals for grants and other non-district funds related to instructional improvement programs; monitor expenditures of funds within assigned area of responsibility. *E*

Review appropriate legislation to assure district compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the district; recommend waivers. *E*

Attend conferences, meetings, and other activities sponsored by County education offices, professional organizations, and State and national education groups. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a master's degree in a related field and two years of experience in educational administration, instructional improvement programs or developing mathematics curriculum.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern theories, techniques, and methodologies of instruction and school operation.

Principles and techniques of budget preparation and control.

State mathematics content standards, K-12.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership and direction to assigned mathematics curriculum programs.

Plan, organize, and administer mathematics curriculum programs.

Analyze problems, make decisions, and be responsible for those decisions.

Train and evaluate assigned staff.

Establish and maintain cooperative and effective working relationships with others.

Coordinate inservice courses/workshops and other teacher development activities in the mathematics area.

Review existing and pending legislation related to procedural guidelines and the district's mathematics curriculum program and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of applicable federal, State, and district laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies and procedures.  
Operate a computer and assigned office equipment.  
Meet schedules and timelines.  
Plan and organize work.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL ABILITIES:**  
Dexterity of hands and fingers to operate a computer keyboard, sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Revised 6.14.07  
Job Code 1184  
PH