

**JOB POSTING FOR POSITION OF RESPONSIBILITY  
PROGRAM COORDINATOR 1  
MATHEMATICS & BUSINESS STUDIES**

**Effective Date: September 1, 2012**

**Location: Catholic Education Centre**

Applications are invited for the position of Program Coordinator I - Mathematics Program with duties to commence **September 1, 2012**.

Reporting to the Superintendent of the Curriculum and Accountability Department and the Superintendent of Student Success **major responsibilities include but are not limited to:**

- Establishing annual goals, objectives and TCDSB action plans for the mathematics program from Kindergarten to grade 12, that are aligned with Ministry of Education initiatives and TCDSB system priorities.
- Lead the development and implementation of the TCDSB Numeracy Action Plan
- Establishing and supervising the implementation of professional development activities for teachers, principals, and Math resource teachers.
- Provide expertise and daily leadership to drive the TCDSB achievement of provincial expectations as defined by the Literacy and Numeracy Secretariat, Student Success and Special Education
- Hire and supervise resource teachers, math coaches, secretarial support staff
- Carry out and write performance appraisals for teachers and support staff
- Develop and manage an annual budget which includes TCDSB funding and funds attached to special Ministry allocations and initiatives
- Present all schools with a consistent and persistent articulation of Ministry initiatives and teachers best practices
- Collaborate with coordinators and central staff in Curriculum & Accountability, Student Success and Special Services to support the Board's Learning and Improvement Plan.
- Communicate the Numeracy Action Plan to principals, board staff and Ministry representatives.
- Report back on progress regarding the Numeracy Action Plan to superintendents and Ministry representatives.
- Collaborate with area Superintendents and Principals in the creation and implementation of local Numeracy Action Plan
- Support Math and Business Department Heads and teachers throughout the year.

**Desired Qualifications and Skills**

- Knowledge of the revised Mathematics curriculum, Expert Panel Reports and current trends and MOE initiatives in Mathematics education. (Specialist Qualifications in Math highly desirable)
- A thorough knowledge of successful instructional and assessment strategies including the differentiation of instruction.
- Excellent interpersonal, communication and presentation skills.
- Experience in action planning and budget management
- A self-starter with proven organization skills
- Basic proficiency with technology and a willingness to learn new applications such as the SMART board and TI Navigator systems.
- A vehicle and driver's license are required

Interested Elementary/Secondary School Principals (and those short-listed for principal positions) are requested to submit:

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| <input type="checkbox"/> a covering letter  | <input type="checkbox"/> a brief resume                                |
| <input type="checkbox"/> other documents supporting their interest in this position | <input type="checkbox"/> positive written recommendation of current SO |

Please submit the required documents as outlined to the attention of: **Gary Poole, Superintendent of Human Resources c/o Diane Earle, no later than June 28, 2012, 4:00 p.m.**