



**TENURE TRACK
ASSISTANT PROFESSOR & COORDINATOR, MATHEMATICS EDUCATION**

The position of Assistant Professor and Coordinator of Mathematics Education requires teaching responsibilities in addition to supervisory responsibilities. This is a 9-month, tenure-track appointment. The selected individual is expected to teach courses, both undergraduate and graduate, in mathematics education that integrate technology into their goals and objectives; advise teacher education candidates enrolled in mathematics related field experiences; seek external funding that promotes effective models of teaching and learning; and engage in service to the Department of Curriculum, the School of Education to the University and to the broader external stakeholder community.

The Mathematics Education Coordinator plays a significant role in developing a rigorous and comprehensive curriculum model to ensure that every mathematics education major is academically successful. Specifically, the Mathematics Education Coordinator is responsible for developing, implementing and reviewing curricula at all levels of matriculation of students enrolled as mathematics education majors. The Mathematics Education Coordinator will:

- Continuously work on the design and refinement of the mathematics education major program of study as supported by standardized test data, assessment of internal instructional best practices, and research of national trends and successful external models;
- Lead efforts to recruit students;
- Work collaboratively with faculty and administrators within the School of Education and the School of Arts and Sciences to ensure that the mathematics education curriculum is robust and meets the needs of students and the needs of P-12 education; and
- Work with the Chair of the Department of Curriculum to ensure that all accreditation, state and federal compliance requirements are met or exceeded.

Responsibilities of Mathematics Coordinator:

- Analyze, interpret and develop an evolving K -12 mathematics education curriculum model, based on higher education best practices, as well as national research. Formulate a mathematics education curriculum based on backward design, creating core competencies and advising scope and sequence based on essential content knowledge that addresses accreditation, and state and national standards for teacher certification.
- Cultivate a data and results-oriented culture to include the following: (1) Handbook for majors; (2) Repository of data and information specific to recruitment measures and National Council for Accreditation of Teacher Candidates (NCATE) and the Georgia Professional Standards Commission (GAPSC) policies, processes and procedures; (3) Statistics regarding students' performance and strategies to enhance performance; and (4) Documentation regarding formal interactions with students, particularly, as it relates to students' academic programs.
- Serve as the initial point-of-contact for mathematics education majors as they work to resolve any academic or programmatic challenges across the University and external to the University.

In partnership with faculty within and outside of the School of Education, ensure that faculty is fully equipped to implement a standards-aligned curriculum in their specialized content area and ensure that standards are consistently applied across all classes needed to complete a degree in mathematics education and to pass examinations required for certification. This includes, but is not limited to:

- Documenting and communicating scope and sequence for mathematics education classes
- Monitoring mathematics education majors progress against scope and sequence benchmarks through national, state and internal assessments
- Recommending and approving integration of curricular materials
- Work with faculty to design and implement University-wide assessments; work collaboratively with other academic leaders to make instructional decisions based on student performance



- Collaborate with Department Chair(s) in evaluation and professional development of individual faculty
- Coordinate, facilitate and access on-going pre-service opportunities for all mathematics education majors
- Maintain and monitor student performance records for all mathematics education majors for compliance with state and federal laws, ensuring consistent, failsafe and quality documentation both on-campus and off-campus; provide comprehensive, holistic reporting of student performance data to the Department of Curriculum; track and maintain data in the School of Education student information system
- Design and lead a program to recruit students into the mathematics education program
- Pursue internal and external funding to support mathematics education majors

Position reports to: Chair, Department of Curriculum

Position Qualifications:

- Strong record of helping students achieve academic success, primarily with minority and low-income students
- Earned graduate mathematics course credits
- At least 5 years of teaching experience and must hold certification in mathematics (6-12 is highly desirable)
- Knowledge of and experience with requirements for mathematics education certification
- A focused program of research and scholarship in areas related to mathematics education
- Significant experience with instructional methodology
- Demonstrated effectiveness regarding the infusion of technology into the curriculum
- Demonstrated experience leading teachers in curriculum, unit and lesson planning
- Strong analytical skills and ability to disaggregate and analyze data
- Prior experience working with and managing the varied and ongoing priorities of multiple stakeholders
- Multi-faceted, multi-skilled, resourceful, and willing to do whatever it takes to help our students reach a level of academic excellence
- Possess an entrepreneurial spirit, be flexible, willing and able to play different roles within the School of Education, and to go above and beyond to meet the varied and constant needs of students
- Model positive and healthy character traits and habits, such as being organized, consistent and understanding
- Excellent organizational, communication and facilitation skills
- Comfort and willingness to actively participate in the P-12 community external to the University, particularly as related to cultivating opportunities for field experiences for mathematics education majors
- Unquestioned integrity and commitment to the School of Education mission and willingness to serve the community of in-service teachers
- Bachelor's degree (required); Master's degree (required); ABD (required); Doctorate degree (preferred)

Salary is commensurate with qualifications and is based on years of experience, degree of education, and level expertise as indicated in past performance. A competitive benefits package is also offered. To apply for this position the following information is required: Curriculum vitae; unofficial undergraduate and graduate transcripts; the names, addresses, telephone numbers, and email addresses of at least three professional references; and a cover letter that discusses your career experiences; how these experiences align with the requisite qualifications for this position; and how your experience in working with diverse populations of K-16 students. Note: Additional information may be requested upon review of your application package. Application packages should be sent to:

Office of Human Resources
Clark Atlanta University
223 James P. Brawley Drive, SW
Atlanta, GA 30314

Specific questions regarding this position may be addressed to Dr. Doris L. Terrell, Chair, Department of Curriculum, School of Education at dterrell@cau.edu

Clark Atlanta University values diversity and is an AA/EEO/ADA Employer