

## **CCDEIP GRANT DIRECTOR/ MATHEMATICS, ACADEMIC FACULTY, ATHENS**

### **GENERAL STATEMENT:**

Provide leadership, grant management, and instruction for the Math Prep Academy, an accelerated instructional pathway for developmental mathematics funded by the Community College Developmental Education Innovations Project out of El Paso Community College.

### **REPORTS TO:**

Associate Vice President of Academic Affairs

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree with a minimum of eighteen (18) undergraduate hours of college mathematics required. Master's degree with a minimum of eighteen (18) graduate hours in mathematics preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Experience in teaching developmental mathematics required. Experience with projects that prepare at-risk students for success in college preferred. Experience as an administrator at a community college or other institution of higher education preferred. Experience working with high schools on college readiness initiatives, and an understanding of issues related to college readiness in the area of mathematics preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Provide instructional leadership for an accelerated instructional program delivered to students who are at risk of dropping out of college.
- Administer the program to accomplish the learning outcomes acquired during the course of a college developmental sequence, beginning with the lowest level of college preparatory needs for mathematics (i.e. lowest level of developmental math,) through intermediate algebra and the ultimate completion of College Algebra.
- Build an instructional team that can integrate a learning frameworks curriculum into the teaching of a college math preparatory curriculum, enabling students to learn to apply learning strategies to their learning of the content of mathematics for the purpose of the work accomplished during the course.
- Effectively assemble and support the faculty to implement instructional strategies to accommodate at-risk students' needs.
- Provide accelerated instruction to students and accomplish equivalent learning outcomes as are acquired during the course of a non-accelerated developmental mathematics sequence, up through the entry into College Algebra.
- Effectively develop and execute instructional strategies that can accommodate students who may perform at significantly different levels in the area of mathematics, while engaging students with multiple learning styles in the comprehension of mathematics that will enable students to be successful within College Algebra.

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- Work in an environment where a student success coach is also in the room to assist in instruction.
- Serve as a mentor, as need arises.
- Develop and execute a recruitment strategy for this accelerated mathematics program that is in line with the purpose of the grant.
- Provide advice and input to the administration of TVCC regarding how to sustain this program beyond the initial grant.
- Travel as required by the grant (to area schools for recruitment, as well as to Austin/El Paso for grant management).
- Build and manage budgets for the grant project.
- Provide timely project reporting in the area of finance and program performance to the CCDEIP Grant office with El Paso Community College.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 4/8/10*

*Revised:*

JD449