

#1445617

CCA

**Administrative and Professional School Staff  
Job Description**

**Position Title:** Early Years Numeracy Teacher Leader

**Reports to:** Administrator, Educational Support Services

**Job Goal:** To support Early Years teachers to meet the needs of students in numeracy.

**Qualifications:**

- Valid Manitoba Teaching Certificate
- Minimum Bachelor of Education degree
- Math Recovery training
- French language considered an asset

**Experience:**

- Minimum of 5 years successful pedagogical practices and experiences that facilitate numeracy teaching in the early years, including classroom and leadership roles.

**Duties and Responsibilities:**

1. To support Kindergarten and Grade one teachers in developing strong numeracy practices, including interventions, to meet the needs of struggling as well as average and able students in numeracy.
2. To work in small groups or one on one with Kindergarten and Grade one students using the strategies of Math Recovery.
3. To provide staff (i.e. Math Enhancement Educational Assistants, Early and Middle Years teachers, coaches, and administrators) with professional learning opportunities related to implementing and supporting strong numeracy practices.
4. To collect and develop resources and materials that enhance and support improved numeracy practices for all Kindergarten to Grade 5 teachers.
5. To provide resources and materials that enhance parental knowledge and support.

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6. To assist with the process of collecting and analyzing student achievement data.
7. To assume other responsibilities as may be required.

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