



K-8 Math Coordinator

Are you an experienced, imaginative, and collaborative educator who believes in progressive gifted education? Do you enjoy creating meaningful learning experiences, and being part of a diverse, supportive and talented community? If so, please consider joining our team at Tessellations. We are currently accepting applications for a full-time K-8 Math Coordinator, starting immediately. Competitive salary and full benefits available.

Tessellations is a modern, innovative Pre-K-12 non-profit school for gifted learners based in Cupertino, CA. Our mission is to provide challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are and pursue a meaningful life.

At Tessellations, community is a core value. A strong community was instrumental in launching our school during the pandemic and has facilitated our strong growth and success since then. Our team consists of passionate, qualified and dedicated staff from diverse backgrounds and includes a nationally renowned gifted expert. We believe that it is time to open a new chapter in high school education by forging a model that fosters a cultural ecosystem within the school that promotes innovative thinking and intellectual risk taking. Moving on from an antiquated model born during the industrial revolution, we favor durable skills over compliance and memorization, and collaboration over competition. We believe that assessments should function as guidance rather than judgment.

If you join our team you will help us grow our program and continue designing and delivering a rich, immersive learning experience. You will be heard, respected, and celebrated for your talents and efforts. You will work with students who love to learn, engaged parents who are grateful for your work, and supportive colleagues that will help bring out your best.

Role Description

Tessellations' K-8 math program is an ability-grouped, gifted education-aligned department that is complex, differentiated, and continuously growing and developing. Our program is also aligned with a framework that promotes project-based learning within a competency-based education (CBE) framework.

The K-8 Math Coordinator leads, develops, aligns, and manages projects and teams for our upper and lower ability-grouped math program. The role includes curriculum management, instructional support, stakeholder communication, assessment execution, scheduling and

rostering support, team meeting facilitation and professional development. The K-8 Math Coordinator will also work closely with the K-3 and 4-8 Directors, Director of Competency-Based Education, and the Director of High School to ensure our math program is integrated and complementary with other school initiatives and teams. This role also requires active involvement and support with other school events and programming related to curriculum and instruction, stakeholder education and engagement, professional development, and the overall operational success of the K-8 program.

Primary Responsibilities

- Plan and facilitate math department meetings for lower level and upper level math teachers.
- Act as instruction and curriculum lead for Math in Focus courses (levels K-6/7).
- Act as instruction and curriculum lead for high school level courses, which are offered to elementary and/or middle school students, and which rely primarily on AoPS and supplementary skill building curriculum like IXL, depending on the level.
- Order, curate, and maintain physical and digital math resources; support teachers accessing resources; manage digital accounts
- Collaborate with teachers and administrators to iterate on current math placement assessment protocol to determine student math placement.
- Assist in building and maintaining the competency-based model for tracking student progress in math.
- Oversee and monitor student transitions from Math in Focus to AoPS curriculum.
- Support, coordinate, and oversee our after-school math clubs, math competitions, and various extracurricular math enrichment activities.
- Collaborate with teachers and administrators to refine the vertical alignment of standards and sequencing where needed.
- Collaborate with teachers to offer executive functioning and developmental scaffolding for mixed-age and mixed-grade level student groupings.
- Coordinate with K-3 and 4-8 Directors to identify homeroom teacher candidates for math positions and to make teaching assignments.
- Update and maintain the scope and sequence of the AoPS pre-algebra course, bringing it into closer alignment with the rigor of the grade 8 content standards.
- Identify the deficits in foundational skills (a.k.a. “holes”) in each math level that could be addressed in the previous math level.
- Help teachers identify twice-exceptional (2e) issues and refine/adapt currently-implemented pedagogies to meet the needs of gifted students.
- Coordinate with the Director of Student Support to support all students with Tier 1 accommodations, as well as more tailored accommodations through the learner accommodation programs.

Miscellaneous Duties

- Substitute teach as needed for math teachers.
- Screen resumes and conduct phone interviews for candidates seeking the position of

math specialist.

- Provide support for parent/guardian conferences when math teachers request it.
- Advise teachers and families when it is clear that a student needs to change math levels.
- Write math news articles for the Tessellations Family Newsletter, and submit articles to the newsletter coordinator by the stated deadline.
- Respond to questions and concerns from stakeholders about the math program.
- Meet with math teachers one-on-one at least once per semester to discuss issues that come up for them and to stay attuned to their experiences.
- Plan and support Math “Celebration of Learning” days as needed.
- Perform supervision duties as needed for schoolwide support needs.
- Support school events, i.e. Back-to-School Night, Family Conferences, staff development days, staff meetings, etc.
- Support Math competitions and Math-Related events as needed.

Requirements

- Bachelor’s degree in mathematics or a mathematics-related field.
- Eagerness to simultaneously lead program development, working both independently and collectively for the betterment of our school, while staying connected to our students through creative and dynamic teaching.
- Exceptional oral and written communication skills, with a strong focus on taking educational concepts and effectively translating them to reach a variety of audiences.
- Highly organized and detail-oriented, with the ability to effectively manage deadlines and multiple tasks.
- Strong interpersonal and intrapersonal skills; must be an active listener and open-minded collaborator.
- Experience managing complex projects and interrelated department teams.
- Understanding of developmental needs of students across primary and secondary school growth, including executive functioning development, math foundations, and socioemotional learning.

Bonus Points

- Master’s degree in mathematics or a mathematics-related field.
- Experience with interdisciplinary project coordination.
- Experience with competency-based learning.
- Experience with change leadership and/or change management.
- Secondary teaching experience; experience teaching gifted or high-achieving students is highly desirable.
- Proficiency with technology, LMS and/or digital math learning platforms.
- Strong understanding of project-based learning and differentiated instruction.
- Innovative mindset and a commitment to educational excellence.
- Ability to adapt to changing educational environments and student needs.

- Desire to jump into a start-up environment and help create, design, and troubleshoot with like-minded, passionate educators and professionals.
- Values-driven leadership, commitment to diversity, equity, and inclusion.

Compensation

Salary range: \$100,000 - \$125,000

Benefits include medical, dental, vision, life, 401(k), flexible spending account, paid time off, holidays, and school breaks.

To Apply

Please submit a cover letter and resume to careers@tessellations.school. For more information about our school, visit <http://www.tessellations.school>.

Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision making.