

NMPED is seeking a Mathematics Partnership Manager to provide professional leadership, consultation and support of New Mexico's RECTE project, including the implementation of career-based Pre-Algebra, Algebra I and Geometry curricula.

**The Partnership Manager will be responsible for:**

- Developing Partnerships with New Mexico Districts and Schools
- Project Management
- Professional Development

**Key qualifications include:**

- Five+ years of classroom experience, teaching high school mathematics
- Administrative or project management experience
- Understanding of math pedagogy
- Familiarity with Common Core Math Standards, specifically for Pre-Algebra, Algebra I and Geometry
- Technology, including use of learning management systems, online assessment and digital delivery of content
- Understanding of, and comfort with, blended learning environments
- Detail-oriented, adaptable communicator with time management and organizational skills

**Primary Duties:**

**Developing Partnerships**

- Engage with district and school leadership, including principals, math curriculum specialists, and teachers to introduce, implement and facilitate use of the project's career-based mathematics curricula.
- Cultivate rapport quickly amongst stakeholders.
- Collaborate with NMPED and sole source provider to ensure attainment of RECTE goals and purpose.

**Project Management**

- Develop full knowledge and grasp of project, its purpose, goals and scope.
- Acquire a deep comprehension of the project's career-based mathematics curricula.
- Develop a comfort level with the project's learning management system so that data can be retrieved and professional development can be provided to users of the learning management system.
- Recognize the correlation between assessment and instruction and how to interpret curricula's quantile assessments.
- Liaise with teachers to facilitate use of curricula, learning management system, and quantile assessments.
- Grasp an understanding of partner district's and school's mathematics program, including textbooks and how our curricula can mesh with their current program.
- Demonstrate strong organizational skills and manage time and workflow well.

- Compile data for, and prepare, various statistical administrative and professional reports as required.

### **Professional Development**

- Design and effectively provide professional development for NMPED and district leadership, content specialists and teachers.
- Provide interactive, online professional development.
- Collect feedback from professional development sessions, reflect upon feedback and use it to improve facilitation.