Visiting Coordinator of High School Programs  
College of Liberal Arts and Sciences  
Department of Mathematics - NetMath Program  
University of Illinois and Urbana-Champaign

The Department of Mathematics seeks applicants for the position of Visiting Coordinator of High School Programs in the NetMath Program. This position is responsible for teacher training, student services, and outreach programs among current and prospective NetMath Partner High Schools. Includes guiding high school teachers in NetMath coursework and pedagogy; coordinating communication with high school administrators and teachers; initiating, planning and managing outreach activities and annual events for high school teachers and students to promote the NetMath Partner High School program; developing and growing the program. Provide support for the overall operation and development of NetMath. Specific duties and responsibilities include:

- Train prospective Partner High School (PHS) teachers by guiding them through NetMath courses with emphasis on NetMath pedagogy. Upon successful completion of training, approve teachers to mentor NetMath courses in high schools. Monitor teacher performance and provide support to teachers while course is in progress at each PHS.
- Co-develop and implement recruitment efforts for students as well as new partnerships to participate in the NetMath Partner High School program.
- Organize annual workshops and meetings for current and prospective teachers and school administrators in the NetMath Partner High School program.
- Represent the NetMath program in appropriate math-related high school venues. On occasion, travel to Partner High Schools to observe NetMath course instruction in progress.
- Assist appropriate Math Department personnel with scheduling and organizing the annual ICTM State Finals competition on the University of Illinois campus.
- Act as a resource for the professional development of high school math teachers.
- Oversee the Jerry Uhl scholarships, including advertising, leading the search committee, notifying recipients and ensuring that the awards are properly processed.
- When needed, contribute to NetMath course revisions.
- Collaborate with NetMath personnel to explore new and emerging technologies and media, as well as opportunities for their adoption to support the unit’s Instructional mission.
- Work with departmental faculty, staff and students on projects related to online learning. Interact with other learning technology personnel from around campus.
- Identify and access funding opportunities and participate in appropriate grant applications.
- Monitor and review policies regarding STEM activities for high school students.

Minimum Qualifications:

- Bachelor’s Degree in Math or Math Education.
- At least 2 years of experience with learning management software and tools such as Moodle and Elluminate.
- Effective communication skills and the ability to interact professionally with a diverse group of faculty and staff.
- Excellent time and project management.
- Ability to work productively in a team environment.
- Ability to effectively communicate with a diverse group of students at all levels.
• Ability and motivation to learn new technologies quickly and with minimal support and guidance.

Preferred Qualifications:
• Master’s degree in Math or Math Education.
• Experience with online instruction.
• At least three years teaching experience.
• Experience with Mathematics software.
• Certified to teach Mathematics at the secondary level.
• Experience teaching with Mathematics or other computer algebra systems.

The Visiting Coordinator of High School Programs position is a full-time, visiting academic professional position appointed on a 12-month service basis. Eligibility for the benefits are contingent on your citizenship or work authorization. For full details on eligibility requirements, please reference http://www.ahr.illinois.edu/employees/current/other.html#Benefits. The expected start date is as soon as possible after the closing date. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. Salary is commensurate with experience and qualifications. This position may become non-visiting in the future.

To apply for this position, please create your candidate profile at http://jobs.illinois.edu and upload your cover letter, resume, and names/contact information for three professional references by February 15, 2018. Full consideration will be given to complete applications received by the closing date. For further information regarding application procedures, contact Caitie Bruning, cbreeze@illinois.edu, 217-244-7693.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit www.inclusiveillinois.illinois.edu.