



## Marcella Skills Specialist Job Description

- Set up the 5<sup>th</sup> and 6<sup>th</sup> grade math lab at the beginning of the year
- Create a schedule so that each class would spend a minimum of 100 minutes in the math lab a week
- Give the math lab orientation on the 2<sup>nd</sup> week of school to all students
- Facilitate weekly collaborative meetings by grade level
  - Together each grade level team plans the next week lessons (20 minutes mini lessons, activities for the readiness groups)
  - When planning stations, each grade level shares the responsibilities of finding activities or creating the activities for stations. We discuss the objective of each station and then split up the creation of the stations and writing the passport. I also will create stations.
  - We stay two weeks ahead with stations so when we come back to the next meeting we bring our station activities and share with the other teacher what the directions are. This allows all teachers to be familiar with the stations coming up so they can successfully complete the Leadership Academy.
  - I will then get the stations together: make copies, laminate, organize the materials
  - I replace the old station activities with the new ones on Friday afternoons or Monday mornings so they are ready for that classes on Monday.
- Set up the math section of the tutoring room and keep updating the materials and activities
- Create weekly warm-ups (paper and mimio) and homework.
- Create the three week and six week assessments
- First two weeks of school: Worked with just the new teachers and give the math lab orientation

- Week 3 – Week 6 of school – Rotate between the 5<sup>th</sup> and 6<sup>th</sup> grade labs to assist teachers and students (especially teachers that are new to stations)
- Starting the 7<sup>th</sup> Week – Rotate by week between grade levels. I will model lessons in each classroom. One week I will be in 5<sup>th</sup> grade classrooms, the next in 6<sup>th</sup> grade classrooms, and so on. I should be in every class at least once every two weeks modeling lessons.