

**EDUCATION SUPPORT SPECIALIST III**  
**(Working Title: Math Central Instructional Coach)**  
**\*\*\*WAGE/HOURLY\*\*\***

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](http://www.reynolds.edu).

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Math Central Instructional Coach, Pay Band 4. This position will be assigned to Parham Road Campus, 1651 E. Parham Road, with work assignments college-wide.

<b>TYPE OF APPOINTMENT:</b>	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.
<b>DUTIES:</b>	The Math Central Instructional Coach will develop and/or conduct math workshops on study skills, test taking skills and math topics as well as assist students in completing homework assignments, tutoring, advising and mentoring. The required hours of this position must be flexible between 9 a.m. - 8 p.m., Monday through Thursday, and 9 a.m. - 1 p.m. on Fridays and Saturdays. Shifts may include 1- 6 hours daily, 2- 5 days per week; 10-29 total hours per week, not to exceed 29 hours per week.
<b>QUALIFICATIONS REQUIRED:</b>	Working knowledge of mathematics foundations (arithmetic, algebra, geometry, and trigonometry) necessary for success in associate degrees and certificate-level career and technical programs and courses. Working knowledge of Microsoft Word, Excel, Access, Outlook, and the internet. Demonstrated ability to work with a diverse group of students; and in the use of online educational resources. Ability to work a flexible schedule that may include evening and weekend hours; and the ability to work at all campus locations. High school graduate. The selected candidate must be able to pass the college's pre-employment security screening.
<b>QUALIFICATIONS PREFERRED:</b>	Bachelor's degree in mathematics or a related field from a regionally accredited college or university. Teaching or tutoring experience in college level mathematics with the ability to provide higher level mathematics course remediation (e.g. pre-calculus, pre-calculus with trigonometry, calculus with analytical geometry, statistics, vector calculus, or ordinary differential equations) is preferred. Experience working with developmental mathematics students at the community college level; and Experience using student information systems (PeopleSoft). Familiarity with Pearson's MyMathLab or similar educational software is also preferred.
<b>STARTING SALARY:</b>	Approximate starting hourly rate, \$20.00 per hour, based on related experience and pre-employment salary.
<b>APPLICATION DEADLINE:</b>	Applications will be accepted through May 12, 2017.
<b>APPLICATION PROCESS:</b>	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <a href="https://virginiajobs.peopleadmin.com">https://virginiajobs.peopleadmin.com</a> .
<b>CONTACT INFORMATION:</b>	J. Sargeant Reynolds Math Central Email: <a href="mailto:mathcentral@reynolds.edu">mathcentral@reynolds.edu</a> Phone: 804-523-5538