

## **Request for Proposal for Math Coach**

**Introduction:** The East Rutherford School District is seeking a highly qualified Math Coach to provide personalized professional development in the 2023-2024 school year. This Request for Proposal (RFP) aims to obtain proposals from qualified applicants for this position.

**Scope of Services:** The purpose of this Request for Proposal is to seek a qualified Math Coach to provide personalized professional development to teachers in the East Rutherford School District. The Math Coach will be responsible for supporting teachers in delivering effective math instruction, improving student outcomes, and fostering a positive learning environment.

The services of the Math Coach will include, but not be limited to, the following:

- Collaborating with teachers and administrators to identify instructional needs and develop a comprehensive coaching plan.
- Providing ongoing professional development and training to teachers on effective math instruction, curriculum alignment, assessment strategies, and differentiation techniques.
- Observing math classes and providing constructive feedback to teachers, focusing on instructional strategies, classroom management, and student engagement.
- Supporting teachers in analyzing student data to inform instructional decisions and differentiate instruction to meet the diverse needs of learners.
- Assisting in the development, implementation, and evaluation of math curriculum, instructional materials, and assessments.
- Keeping abreast of current research, trends, and best practices in mathematics education and sharing this knowledge with teachers and administrators.
- Collaborating with other math coaches, district administrators, and external stakeholders to foster a collaborative and supportive learning community.

**Qualifications:** The Math Coach should have the following qualifications:

- A minimum of a Bachelor's degree in Mathematics, Mathematics Education, or a related field.
- A valid teaching certificate in Mathematics Education.
- A minimum of 5 years of teaching experience in Mathematics Education.
- Experience in providing professional development to teachers.
- Knowledge of current trends and best practices in Mathematics education.
- Strong communication, collaboration, and interpersonal skills.
- Proposal Submission: Interested candidates should submit a proposal that includes the following:
  - A cover letter that highlights their qualifications and experience.
  - A resume or curriculum vitae that includes their education, teaching experience, and professional development experience.
  - A brief summary of their approach to providing professional development to teachers.
  - A proposed timeline for completing the scope of services outlined in this Request for Proposal.

- A proposed fee structure for their services.

Proposals should be submitted by July 30th, at 12 a.m to [s.kingdobson@erboe.net](mailto:s.kingdobson@erboe.net)

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the Math Coach.
- Approach to providing professional development to teachers.
- Proposed timeline for completing the scope of services.
- Proposed fee structure.

Timeline: Proposals should be submitted by August 1st, at 12 a.m. Late submissions will not be considered. The evaluation process will take place during the first week of August, and the successful proposer will be notified by August 15, 2023. The contract is expected to begin on September 1, 2023, and will continue through June 30, 2024, with an option to renew for an additional year based on performance and availability of funds.

Proposals must be submitted in electronic format to the following email address:  
**[s.kingdobson@erboe.net](mailto:s.kingdobson@erboe.net)** If you have any questions, please contact us at the same email address.

We look forward to receiving your proposal and working together to enhance mathematics education in the East Rutherford School District.