



Mount Tamalpais College Math Program Director

Permanent, salaried, full-time position.

Start Date: ASAP (flexible)

Salary: \$100,000-\$120,000, depending on experience

Location: This position requires work in the prison and at the San Rafael office at least 3-5 days a week; other work may occur remotely or in the San Rafael office.

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Mount Tamalpais College is currently in a period of tremendous growth. After over twenty years of operating a robust Associate of Arts extension site of a local university at San Quentin, we recently became independently accredited. Mount Tamalpais College is the first liberal arts college based inside a correctional facility, designed solely for incarcerated students.

Job Description

Reporting to the Senior Academic Program Director, the Math Program Director is responsible for running the entire MTC math department, including faculty recruitment, training, and supervision; math curriculum development; and student support and advising. The math courses MTC offers include an expansive college preparatory math program (that starts with elementary math), as well as credit math courses including Statistics and Precalculus, and occasionally Calculus. The Math Program Director is also currently responsible for coordination of all science courses.

The Math Program Director spends approximately half of their time inside the prison and half working remotely or at the Mount Tamalpais College office in San Rafael. This job involves up to three miles of walking a day on uneven terrain and some lifting. Hours include at least two evenings a week and regular weekends inside San Quentin. This role includes significant administrative responsibility.

The ideal candidate for this position is an experienced math educator; has experience training faculty and developing curriculum; and is highly organized, detail-oriented, and self-motivated. This person is strongly committed to providing rigorous educational opportunities to students with diverse academic backgrounds and learning styles; is capable of managing programmatic and administrative responsibilities independently and efficiently; and enjoys working as part of a team.

Job Responsibilities

- **Faculty Recruitment, Training, and Supervision**
 - Actively recruit math and science instructors from local schools and colleges
 - Conduct and facilitate faculty trainings on pedagogy and related topics
 - Provide faculty training on prison regulations and culture, and ensure compliance with institutional rules
 - Support instructors with course development
 - Provide support to instructors throughout the semester via faculty meetings and individual consultation
 - Observe instructors regularly and provide feedback and coaching
 - Train, supervise, and support student TAs
 - Facilitate professional development opportunities for faculty, including through workshops, guest lectures, conferences, and other resources

- **Math Curriculum and Program Development**
 - Continually expand and improve existing math curriculum, and ensure alignment of courses across the math sequence
 - Maintain a bank of pedagogical resources for math faculty
 - Regularly survey faculty and students, and compile and analyze data with an eye to continuous improvement, in collaboration with MTC Chief of Institutional Effectiveness and Research

- **Student Advising, Placement, Tracking, and Support**
 - Design, administer, and evaluate math placement exams

- Conduct ongoing student advising and provide regular individualized support
- Continually assess student learning and program effectiveness, in collaboration with MTC Chief of Institutional Effectiveness and Research
- **Administrative Responsibilities**
 - Escort instructors into the prison and provide on-site support, at minimum three days a week
 - Communicate regularly with fellow Mount Tamalpais College staff and faculty about student needs and institutional issues, with meticulous attention to detail
 - Build and maintain course websites
 - Occasionally teach, on the basis of need and capacity
 - Carry out other administrative duties (e.g., copying) as assigned
- **Other key duties**
 - Participate actively in trainings and professional development activities conducted by Mount Tamalpais College for external practitioners and other stakeholders
 - Support special event planning as needed
 - Remain actively engaged with broader professional community of math educators and professionals

Essential Qualifications

- Master's degree or higher in mathematics education or a relevant field
- Extensive teaching experience and knowledge about best practices in math education
- Excellent faculty training and development skills
- Comfort with being responsible for extensive administrative duties
- Exceptional professionalism, including strong written and verbal communication skills, personal maturity, and clear interpersonal boundaries
- Strong commitment to academic rigor and inclusive educational practices in adult education
- Outstanding level of organization and attention to detail, capacity for multi-tasking, and ability to prioritize
- Commitment to fostering a collegial and collaborative work environment
- Ability to communicate effectively with diverse constituents, including students, faculty, staff colleagues, prison staff and administrators, donors, and others
- Strong sense of personal responsibility and exceptionally self-motivated

- Proficiency with, or willingness to be trained in: MS Office Suite including Excel, Google Documents and Groups, Outlook, Microsoft Access, and Salesforce
- Availability to work evenings and weekends regularly

Desired Qualifications

- Familiarity with the LaTeX typesetting system
- Familiarity with the field of learning disabilities
- Experience working in an educational leadership capacity
- Experience working with culturally diverse populations with a broad range of educational backgrounds and learning style

Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to Apply

Please submit your cover letter and resume to hr@mttamcollege.org with “Math Program Director” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

We seek candidates who share a commitment to Mount Tamalpais College’s mission. We especially encourage applications from candidates of diverse socio-economic backgrounds; and/or who reflect the cultural, ethnic and racial diversity of our student body; as well as people directly impacted by incarceration. We welcome applicants who are LGBTQ and/or gender diverse.

Statement of Non-Discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.