

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 - POSITION DESCRIPTION

TITLE: ACADEMIC COACH

EMPLOYEE CLASSIFICATION: Exempt, Certified

MINIMUM QUALIFICATIONS:

- Demonstrated successful teaching experience
- Meets the criteria of highly qualified teacher
- Valid Arizona teaching certificate
- Has demonstrated success in:
 - Teaching the targeted population in the content area
 - Working with site-based teams
- Demonstrated understanding and use of assessment data, both formal and informal, to inform instructional decisions

OVERVIEW OF JOB DESCRIPTION: Work collaboratively with K-12 teachers to support and enhance effective instruction at the local school sites. The coach provides ongoing site-based professional development and technical assistance. The focus of the coach is to develop a teacher-centered system of support that facilitates the improvement of student learning. The goal of the coach is to build teacher capacity by providing ongoing coaching.

PERFORMANCE RESPONSIBILITIES:

1. Use knowledge of current educational research and issues to assist teachers.
2. Work well with staff student and parents; demonstrate and maintain productive and positive interpersonal skills.
3. Use knowledge and experience to instruct teachers on implementation of best practices in instruction.
4. Use a variety of assessment tools to analyze student data and inform instruction.
5. Communicate effectively with teachers, principals, parents, students, and paraprofessionals.
6. Consult with groups and individuals within and outside the district as needed to improve instructional practice.
7. Facilitate group work and achievement of PLC group goals.
8. Work closely with the building administrator to coordinate and implement the work of a professional learning community.
9. Participation in teacher observation processes providing feedback to teachers on classroom performance.
10. Stay informed on research and resources related to district, and site-based goals, staff development, and group processes.
11. Coach teacher in assigned school(s) across multiple disciplines.
12. Act as a resource that is skillful, reliable, and accessible.
13. Collaborate with teacher teams, co-teach lessons, and do demonstration teaching.
14. Utilize creative solutions for implementing school-based staff development.
15. Work effectively with new teachers providing support and encouragement through district induction.
16. Think flexibly and to adapt work to the needs of teachers.
17. Help teachers make sense of change and the change process.
18. Manage multiple projects effectively.
19. Manage time and schedules flexibly and in a way that maximizes teacher learning, including working a flexible work year.
20. Coordinate the overall operation of the district-wide assessment program. Organize and provide logistical support for program evaluation and testing activities, including the publication of schedules and instructions, coordinating the distribution of required materials to schools, and the collection of completed instruments and tests.
21. Work with teachers in a way that improves student learning through improving teacher expertise, which will be evident in student achievement.
22. Work with a team of other coaches to develop goals for improving student achievement.
23. Coordination of state and district required testing, and analysis of related data.
24. Serve as a mentor/coach for new teachers in the district.
25. Connect with the district and align work with district efforts by participating in expected training with the Arizona Department of Education and/or other entities throughout the year.
26. Work with students and teachers during intersessions to provide remediation services to students.

REPORTS TO: Lead Academic Coach

TERMS OF EMPLOYMENT: Salary and work year to be established by the Governing Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Governing Board's policy on Evaluation of Certified Personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.

Approved by Board: 6-22-17