

Title: Academic Coach

Qualifications:

1. Hold a valid Tennessee certification.
2. Demonstrate evidence of improving student achievement in the classroom along with evidence of leadership experience.
3. Possess knowledge and use of effective instructional approaches, resources and technologies.
4. Demonstrate skill in analyzing and using data for instructional decision making.
5. Possess interpersonal, problem solving and organizational skills required to effectively facilitate coaching and staff development.
6. Demonstrate ability to design and implement high quality training.
7. Possess knowledge and skill using the Tennessee Standards.

Reports: K-8 Supervisor

Job Goal: To coordinate/provide on-site, imbedded professional learning in data management, curriculum alignment, and effective instructional strategies for the purpose of improving student achievement

Performance Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

1. Assists teachers in analysis and interpretation of test data to identify strengths and needs in both the instructional program and individual students
2. Assists teachers in development and use of quality formative and summative assessments
3. Leads efforts to vertically align curriculum, aligns curriculum standards with existing texts, align standards and rigor, and develop appropriate pacing of the curriculum
4. Provide leadership in proven, effective instructional strategies through dialogue with teachers, book studies, lesson design protocols, model lessons, traditional professional learning opportunities, and action research
5. Provides support for new and struggling teachers in areas of need such as classroom management, classroom procedures and transitions, and lesson development
6. Collaborates with learning leaders to facilitate school level and district professional learning activities.
7. Assists teachers in identifying and securing resources necessary to develop rigorous, engaging lessons
8. Attends training, professional learning, and other district meetings as assigned including data sessions provided by the State and summer training provided by the district
9. Coordinates and participates in redelivery of professional learning and publicizing and supporting district and school initiatives as assigned
10. Participates in district efforts to develop a vision for the coaching initiative each year, including action steps and performance measures

11. Collects and provides data for the evaluation of the coaching initiative (e.g., work logs and journals) as required
12. Must be proficient in technology skills. Supports technology used in PD initiatives.
13. Performs other duties as assigned by the Curriculum Supervisor

Terms of Employment: Eleven month year. Salary to be established by the Board and Career Ladder status.

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

Physical Demands

This job may require lifting or carrying of objects that exceed fifteen to twenty-five pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

Temperament (personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to dealing with people beyond giving and receiving instruction
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
5. Adaptability to change
6. Adaptability to dealing with people
7. Ability to work in different locations
8. Ability to adapt to a changing work schedule and to prioritize tasks according to urgency and importance

Capacity and Ability Requirements

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Data Perception: Ability to understand and interpret information presented in the form of charts, graphs, or tables

Work Conditions

Normal working environment

General Requirements:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)