

PUTNAM COUNTY CHARTER SCHOOL SYSTEM		<b>Job Description</b>
<b>Number:</b>	<b>Title:</b>	<b>Academic Coach</b>
<b>Nature of Position</b>	The Academic Coach is responsible for enhancing and improving instruction working with teams of teachers to develop instructional practice to increase teacher performance and student achievement.	
<b>Reports to</b>	<b>Title: School Principal</b>	
<b>Education</b>	<b>Required</b>	Masters Degree in content area Five (5) years classroom teaching experience Computer skills/training for reporting student data Leadership Experience
	<b>Preferred</b>	Leadership certificate at L-5 or higher Lead teacher or department chair experience Experience in analyzing student data
<b>Experience, Skill, and Certification</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of educational trends and goals, knowledge of school concepts and principles, and knowledge of research proven best practices in education</li> <li>• Knowledge of effective instruction, curriculum, special programs, resources, grants and site-based management</li> <li>• Knowledge of assessments and their analysis/interpretation of student performance</li> <li>• Demonstrate ability to communicate orally and in writing</li> <li>• Demonstrable ability to work effectively with instructional personnel, building and system level administration, teachers and parents to identify and resolve instructional issues</li> <li>• Ability to present and articulate analytical data to a variety of audiences including oral and written reports</li> <li>• Strong organizational skills and attention to detail</li> <li>• Demonstrate problem solving skills</li> <li>• Knowledge and skill in the use of computers and commonly used software applications including MS Word, Excel and Power Point</li> <li>• Ability to model professional practices by engaging in individual growth plans, participating in and/or facilitating team or professional learning based on specific needs of teacher to implement school goals and objectives</li> </ul>

<p><b>Duties and Responsibilities</b></p>	<p><b>(Charter District Accountability Plan Goals 1, 2, 3)</b></p> <ul style="list-style-type: none"> <li>• Analyze student data to identify student learning goals by grade level/content.</li> <li>• Help develop school improvement plan with measurable student achievement and professional development goals that incorporate the charter district accountability plan..</li> <li>• Create a school assessment plan in the target area.</li> <li>• Monitor goal setting, activities, classroom follow-up and goal attainment for teacher groups and individual growth plans.</li> <li>• Oversee, lead/co-lead and attend ongoing group meetings</li> <li>• Provide appropriate classroom follow-up activities</li> <li>• Assess team meetings' progress toward goals</li> <li>• Ensure that the progression of teacher skill development is aligned with changing student learning needs.</li> <li>• Provide support for each teacher based on teacher need</li> <li>• Oversee groups of teachers to develop a professional growth plan that includes a specifies student centered goal, instructional objectives to meet the goals and strategies/interventions to meet the objectives</li> <li>• Provide classroom follow-up with individual teachers between team meetings based on teacher need, to include coaching, video critiques, model teaching and team teaching.</li> <li>• Facilitate community and parent involvement in school programs.</li> <li>• Monitor and evaluate student achievement relevant to all available assessments.</li> <li>• Remain abreast of developments and innovations in the profession and ensure all staff members remain current as well.</li> <li>• Coordinate and implement professional learning opportunities based on identified needs of staff and students.</li> <li>• Attend trainings, conferences, workshops, etc., to enhance job knowledge and skills.</li> <li>• Plan, implement and participate in efforts to enhance parental and community support of the total school program.</li> </ul>								
<p><b>Terms of Employment</b></p>	<p>The work calendar will be <u>200</u> days.</p>								
<p><b>Approvals</b></p>	<table border="1"> <tr> <td data-bbox="360 1167 586 1268">Academic Coach</td> <td data-bbox="586 1167 1547 1268"></td> </tr> <tr> <td data-bbox="360 1268 586 1373">Principal</td> <td data-bbox="586 1268 1547 1373"></td> </tr> <tr> <td data-bbox="360 1373 586 1482">Human Resources</td> <td data-bbox="586 1373 1547 1482"></td> </tr> <tr> <td data-bbox="360 1482 586 1589">Superintendent</td> <td data-bbox="586 1482 1547 1589"></td> </tr> </table>	Academic Coach		Principal		Human Resources		Superintendent	
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