

JOB DESCRIPTION

POSITION TITLE: Academic Coach - Title I Schools	JOB CODE: 397A
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Teacher
DEPARTMENT: Community Engagement & Title I	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Improves instruction by providing assistance to teachers in developing effective teaching strategies for all students; serves as the liaison between the local schools and District support staff; promotes technology integration into the curriculum.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; Master Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certification
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Proficient Skills: Written and Oral Communication; leadership; organization; interpersonal skills; collaboration, word processing; data-based management; and instructional technology integration.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supports technology integration in the instructional program through implementation, modeling, training, and professional growth.
3.	Provides assistance to teachers in classroom organization, management, and instructional strategies through training, visitation and demonstration.
4.	Provides assistance to teachers in the implementation of the instructional components in the core content areas.
5.	Plans, conducts, implements, and evaluates school-wide activities related to instructional support based on the needs assessment identified in the Schoolwide Plan.
6.	Collaborates with instructional teams of teachers to assist with planning, assessment and intervention support for the most at-risk students.
7.	Serves on school level collaboration teams along with other school personnel.
8.	Collaborates with stakeholders to assist with the revisions of the School Improvement Plan, Parent and Family Engagement Policy and Compact(s) and assist with monitoring the implementation process.
9.	Assists teachers to utilize state, county, and local test data to improve instruction.
10.	Collaborates with the local school staff, Title I District Coaches, and central office personnel to provide "best practices" for classroom teachers.
11.	Demonstrates knowledge of evidence-based practices, learning engagement strategies, balanced instructional framework, effective teaching and learning practices and resources which support Cobb Teaching and Learning Standards.
12.	Provides a link between local school staff and District support staff in areas related to instruction and curriculum.
13.	Demonstrates the ability to maintain a positive professional working relationship with others.
14.	Collaborates with all stakeholders to revise school's Parent and Family Engagement Policy and Parent and Family Engagement Compact.
15.	Participates in school Parent and Family Engagement trainings webinars, and parent activities.

16.	Maintains appropriate records for all coordinated and/or facilitated academic parent and family engagement events/activities.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____