



EMPLOYEE NAME: \_\_\_\_\_

Revised: 6/06; 7/07; 5/08; 10/12; 8/13; 11/13; 5/14, 6/15; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> District Academic Coach, Title I K-12	<b>JOB CODE:</b> 397A
<b>DIVISION:</b> Academic/Teaching and Learning	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Community Engagement & Title I	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Title I Supervisor/Director	<b>PAY GRADE:</b> CIT (4, 5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides professional learning opportunities, consulting, modeling and support in the development and implementation of instruction in core content areas for Title I Schools.	

#### REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; Master Degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Minimum of 5 years classroom teaching experience required; extensive experience with delivering professional development and more than 5 years teaching across multiple grade levels preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; interpersonal skills, leadership, organization and instructional strategies

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

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance and manages time by being self-directed and flexible.
2.	Provides support to Title I Schools, K-12, that is aligned with the school's needs assessment and goals as identified in the school's Strategic Plan and the Title I Schoolwide Plan.
3.	Assists Title I Schools', K-12, planning teams and school staff in identifying strategies, evaluation tools and instructional materials that will positively impact student achievement in all content areas.
4.	Focuses efforts on appropriate instructional priorities, as directed by the Title I Supervisor, Director and Principals.
5.	Consults with District staff, school leaders, and academic coaches in order to identify areas of need based on student achievement data.
6.	Works with schools to utilize the Cobb Teaching & Learning System and Student Information Systems to implement, monitor, and assess student-centered instructional support.
7.	Works cooperatively with District staff, local schools, and central office personnel to promote Teaching and Learning that is aligned with District goals and initiatives.
8.	Develops and provides District level professional development and in-service training to support the literacy instructional components embedded in all content areas K-12.
9.	Supports the implementation, monitoring and assessment of technology-based instructional programs (web-based, hosted, online and computer applications).
10.	Participates in professional growth efforts to keep abreast of current pedagogical approaches, best practices and emerging research-based teaching and learning strategies, processes, materials, and resources.
11.	Maintains and submits records, forms and reports related to employment and service responsibilities to the Title I office.
12.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_