

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Academic Coach (School Level)

QUALIFICATIONS:

- Master's degree in Curriculum or Administration
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Assistant Principal and Principal

SUPERVISES: N/A

JOB GOALS: To provide leadership in the ongoing development and improvement of the entire instructional program of the school

PERFORMANCE RESPONSIBILITIES:

- Work with the principal and those whom he/she supervises to articulate and promote the school's vision of teaching and learning
- Work closely with the principal in planning, implementing and assessing reform efforts at the school for the purpose of creating a learning environment that supports academic achievement for all students
- Assist teacher in designing and implementing lesson plans and assessments that reflect the use of Best Practices and are correlated to the Mississippi College and Career Readiness Standards for the purpose of providing instruction that will increase academic achievement
- Assist teachers in securing appropriate resources for the purpose of implementing the School Improvement Plan
- Assist the school's leadership team in monitoring the implementation of actions and strategies included in the School Improvement Plan for the purpose of assisting the school in meeting the identified goals
- Monitor the delivery of instruction to students in all subgroups within the school for the purpose of helping the school make adequate yearly progress
- Provide assistance to teachers in analyzing test data and student work for the purpose of planning instruction that targets identified needs
- Develop goals, objectives, programs and operations that are consistent with school system vision, mission, and goals
- Provide model lessons for teachers in academic areas for the purpose of identifying effective instructional practices
- Ensure that unit and program plans are consistent with the system's strategic plan
- Organize daily, monthly, and yearly schedules to facilitate teaching and learning in the school

- Communicate high expectations of students, staff, and parents/guardians
- Create, identify, encourage, and support innovative ideas that in turn support teaching and learning in the school
- Achieve maximum results for available resources and money spent
- Protect instructional time through effective instructional leadership
- Understand and utilize the available technology of the school for student achievement
- Guide development and coordination of curriculum and instructional services
- Keep abreast of developments in curriculum and instruction and advise leadership in determining the appropriateness for inclusion in the educational program
- Guide development, implementation, and evaluation of pre-service and in-service training programs for professional and paraprofessional personnel
- Conduct department meetings and attend relevant school district and professional meetings as necessary
- Meet with teachers and department heads to promote interdisciplinary programs
- Devise experimental programs designed to improve the curriculum and instructional techniques
- Coordinate interdisciplinary units of study
- Coordinate the creation and development of special curriculum materials and programs
- Encourage teacher in the use of new methods and materials
- Assist teachers in meeting objectives under minimum standards
- Serve as the instructional leader for those teachers who are under plans of improvement
- Serve as a resource teacher through modeling teaching strategies and effective teaching practices
- Observe teachers in their classrooms upon the request of the principal and offer insights for the enhancement of the teaching/learning situation
- Assist in the recruitment, screening, hiring, training, and assigning of personnel
- Assist the principal in interpreting grading policies, promotional policies, and the district's instructional program to parents and the community
- Meet and confer with parents as necessary
- Assist with the administration of the state testing program
- Show school growth on test scores based of the Mississippi Assessment Program
- Organize computer labs to ensure that there is a district classroom correlation to address academic needs of individual student
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

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

_____ Date: _____
(Supervisor)