

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: **K-12 Academic Coach**

DESCRIPTION OF BASIC RESPONSIBILITIES

The academic coach will motivate and support CUSD instructional staff on best instructional practices. The academic coach will provide and/or coordinate professional development opportunities for CUSD instructional staff. The academic coach will serve as a resource for all CUSD instructional staff.

SUPERVISOR: Assistant Superintendent for Curriculum and Instruction

TYPICAL DUTIES:

1. Work at all school sites;
2. Serve as the lead in professional growth activities in elementary and secondary schools in English, mathematics, and proven instructional best practices;
3. Keep teachers informed about professional growth activities outside and inside the district;
4. Focus on classes and teachers of classes whose students are at risk of not passing the California High School Exit Exam, or who are below standard in math and English;
5. Conduct demonstration lessons;
6. Coordinate professional development activities while utilizing local resources;
7. Provide motivation and support for all staff members;
8. Conduct focused observations and provide specific feedback to teachers;
9. Assist classroom teachers in planning appropriate instruction;
10. Provide formal and informal staff development related to both research and practice for classroom teachers and administrators.

EMPLOYMENT STANDARDS:

Knowledge of:

1. California State Standards for the Teaching Profession;
2. Appropriate teaching methods;
3. Human development and learning theory;
4. Diagnostic techniques of student learning needs;
5. Methods of assessing student performance;
6. Uses of both standardized and criterion-referenced tests to assess student performance levels;
7. Effective teaching and critical thinking strategies;
8. Teaching methodologies applied to specific curricular areas;
9. District's adopted courses of study;
10. State curriculum frameworks.

Ability to:

1. Establish and maintain effective work relationships;
2. Model and discuss appropriate student motivational techniques;
3. Demonstrate appropriate teaching strategies across the District curriculum;
4. Work cooperatively with classroom teachers to improve instruction;
5. Communicate with individuals from varied educational and cultural backgrounds;
6. Direct support personnel;
7. Evaluate student performance;
8. Maintain records;
9. Meet schedules and deadlines;
10. Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
11. Communicate effectively in both oral and written form;
12. Integrate appropriate technology into existing curriculum.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Valid California Teaching Credential;
2. Three or more years of successful teaching experience;
3. Experience organizing and conducting professional development activities;
4. TB Test clearance;
5. Drug test clearance;
6. Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in-person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, use telephone and office equipment;
5. Sufficient strength to lift, carry, reach and handle objects;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.