

Window Rock Unified School District No. 8

Position Description

Position Title	School Academic Coach
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Date Revised April 4, 2011
Status Certified
Salary Level Per Teacher Salary Schedule
Work Year 11 months

- Qualifications**
Certificates/Licenses
- Master's degree in related educational field, Curriculum and Instruction preferred
 - Valid Arizona Teaching Certificate
 - Minimum of five years successful teaching experience
 - Experience in mentoring
 - Experience in analyzing and disaggregating data (AIMS, Galileo, Dibels, etc.) to drive instructional decisions
 - Experience in curriculum alignment and in using curriculum maps to plan and drive instruction
 - Ability to align curriculum, instruction, and assessment with Dine' (Navajo), local, state, and federal educational standards.
 - Strong effective human relation, communication and leadership skills
 - Valid Arizona Driver's License
 - Maintains a valid Arizona Fingerprint Clearance card
 - Other qualifications as deemed appropriate

Job Goal

Provides instructional support and mentoring for continuous school improvement to increase student achievement through research-based, data-driven decisions-making as outlined in the school improvement plan, District's Core Principles of Learning, and District mission/vision statement.

- Essential Duties**
- Works closely with District Lead Academic Coach, school site administrators, counselor(s) mentors/team leaders/department chairs and teachers to provide effective mentoring and instructional improvement through planning, and coordination, of instructional academic programs and services which directly support and sustain the District's comprehensive school site reform initiatives.
 - Holds regular meetings (weekly cluster meetings if at TAP School) with identified grade levels (K-1, 2-3, 4-5 in elementary), teams in middle school, and departments in high school.
 - Plans agendas for cluster meetings and keeps documentation for these meetings.
 - Follows approved district evaluation system guidelines and mentors teachers on evaluation rubric. If at a TAP school, evaluates teachers using TAP model format as a process to help teachers improve classroom practices and grow professionally.
 - Field tests (if at a TAP school) and/or models effective instructional strategies and classroom management techniques.
 - Helps facilitate focused meetings, workshops and/or trainings on improving teaching and learning.
 - Helps with development, implementation and evaluation of instructional improvement program curriculum in accordance with the Arizona state standards and the District's mission and vision philosophy and goals.
 - Helps with assuring vertical as well as horizontal articulation of the curriculum using the scope and sequence designed within the core curriculum.
 - Helps evaluate the effectiveness of the curriculum and instruction with respect to quality (evidence-based research), fidelity, intensity, and consistency throughout all grade levels and recommend instructional changes as appropriate
 - With assistance from District Lead Academic Coach and the Director of Research and Data Analysis helps analyze district grade-level curriculum assessments to inform instruction (formative) and to evaluate programs (summative).

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- Oversees distribution of curriculum materials for school (Principal may assign another staff member to take on this responsibility).
- Collaborates with District Vertical Teams to achieve common District goals.
- Assists in the implementation of the Arizona School Improvement Plan, NCA Plan, and District Comprehensive School Improvement Plan.
- Develops and supports data driven instructional initiatives.
- With the assistance of the District Lead Academic Coach, coordinates benchmark assessments and educates/mentors teachers on using benchmark data to plan for and deliver differentiated instruction.
- Assist in coordination of site level NCLB funded programs, including Title I extended learning programs, RTI intervention programs, etc.
- Along with counselor(s), maintains documentation for all NCLB federally programs at the site level.
- Assists in preparing student achievement data reports, and-records required for the administration of the school and District.
- Performs other work duties as assigned.

Physical Effort High level of physical and mental effort required.
Working Environment Typical school environment

Supervision Given None
Supervision Received Building Principal (Academic Coach to be recommended yearly by Principal based on effective evaluations and board approved by August)

This position is contingent upon availability of Federal or other available funding.

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

 Supervisor's signature

 Date

 Employee's signature

 Date

Board Approved: 5/11/11