



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Academic Coaches
SCHOOL/DEPARTMENT	Assigned School/ Assigned area
SALARY	Teacher Salary Schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Principal
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

Academic Coaches include the areas of Academic Achievement, Digital Learning, Math, and Literacy. An Academic Coach is a member of the school faculty working closely with the principal and school improvement team to develop a school-wide plan to improve the academic achievement of all students in the school including professional development, modeling and observing classroom instruction, and providing feedback to teachers. The position entails proven excellence as a classroom teacher and exemplary skills in developing, implementing and assessing instructional strategies to improve academic literacy, overall achievement in core content areas, problem solving skills, and use of modern technology for all students in the school. Academic Coaches use instructional research and strategies, and coach teacher colleagues in successful completion. The Coach must commit to attend all training sessions and/or staff development

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Masterful knowledge of multiple facets of the curriculum and best practices
- Highly developed presentation skills

- Knowledge of effective staff development models that lead to increased student achievement
- Excellent oral and written communication skills
- Considerable human relations and human development skills
- Demonstrated leadership ability
- Good technical skills with technology and presentation tools
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to collect and analyze statistical data
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to plan and evaluate strategies for improving instruction
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in school core content areas or related field
- Proven record of excellence as a classroom teacher with predictive characteristics of an outstanding administrator
- Five (5) or more years of classroom experience in a public school setting
- Experience as a presenter for staff development programs
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC Certification as a Teacher in a related field
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree from an accredited institution in School Administration or related area
- National Board Teacher Certification
- Experience serving as an Assistant Principal, Principal, or Central Office Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure teachers and principals are familiar with any changes to the North Carolina Standard Course of Study regarding academic areas
2. Work with staff to develop a school-wide plan to improve academic achievement
3. Promote use of consistent instructional framework and research-based strategies
4. Help build assessment systems that are aligned with curriculum and instruction priorities
5. Develop and model mastery lesson plans
6. Lead professional development for teachers in targeted academic areas
7. Support school-based professional development
8. Model instructional strategies for teachers and staff in classrooms

9. Make regular classroom visits to support instructional improvement
10. Provide feedback to teachers and staff regarding implementation issues
11. Serve as coach working with staff to improve their practices
12. Work with staff and schools to address learning needs of all students
13. Coordinate with other departments, offices, and organizations to best serve student needs
14. Provide customized professional development to meet unique student needs and support differentiated instruction
15. Participate in regular professional development to improve knowledge and skills
16. Perform additional duties as assigned by the Principal and/or Curriculum and Instruction

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*