

HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WEST VIRGINIA

POSITION: Academic Coach/Interventionist

GENERAL JOB DESCRIPTION: Under general direction and is responsible for the instructional model and academic program at the school level providing an educational program within his/her performance and work as required by the building principal. This individual must have a deep knowledge in subject matter, research, acquisition, assessment, data analyzing, and instruction; must have experience in working with teachers and administrators in improving their practices; should be an experienced presenter and familiar with presenting to administrators and teacher groups; must have training and be willing to attend training that will enable this person to master the complexities of observing in classrooms and providing feedback to teachers and administrators.

MINIMUM QUALIFICATIONS:

- Must hold a valid professional certificate for the particular position in which he/she is assuming issued by the State Department of Education for West Virginia.

SPECIFIC EDUCATION/TRAINING:

- Three to five years of successful classroom teaching experience.
- Coaching experience preferred.
- Knowledge of scientifically researched based strategies for reading and mathematics.
- Specialized knowledge to assist principals and teachers with assessment and diagnosis of student needs.
- Demonstrates the ability to analyze, interpret, and assist staff in using test and written assessment data to drive instruction.

FUNCTIONS AND RESPONSIBILITIES: The goals of the academic coach/interventionist is responsible for specific curriculum related to support teacher growth in implementing the curriculum to enable achievement for all students through regular classroom observations and teacher feedback sessions.

- Provide collaborative support to teachers through problem solving, modeling lessons, scheduling lessons, scheduling opportunities for peer observations, and conducting mini-training sessions.
- Maintain a positive working relationship with faculty as a mentor, not as an evaluator. Always acting professional in dealing with superiors, administrators, teachers, students and parents.

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Academic Coach/Interventionist (Continued)

- Assess and monitor student growth through the collection, disaggregation, and dissemination of formal and informal assessment data, with particular emphasis on supporting and placing students with special needs in the appropriate groups, likely through technology assistance programs.
- Facilitate and organize the quarterly assessment process, the regrouping of students, and the determination of tutoring needs based on students' academic mastery. Track student achievement data and maintain and organize student-achievement data, academic-group rosters, and tutoring schedules and assignments.
- Collaborate with school leaders in determining teacher academic-group assignments, and meet regularly with the leadership team to report on student achievement data.
- Manage and maintain inventory of all academic curriculum and materials.
- Develop and in-depth understanding of all curriculum components and their theoretical underpinnings, and fully participate in all trainings and professional development opportunities. Develop a working understanding of the greater coaching model. Fully participate and prepare for each academic support visits and trainings.
- Monitor curriculum implementation at the individual school sites.
- Communicate all student progress to parents, staff, other school leaders, and district personnel.
- Monitor student achievement and programming to ensure that every student is making adequate progress.
- Prepare report for the school district as required.
- Work under the supervision of the principal in duties related to general supervision of hall duty, bus duty, lunch duty, and any other supervisory related job that is necessary to the total operation of the school.
- Perform any other obligations which the building principal determines necessary to the proper operation of the school.
- Utilizing instructional management systems which increase student learning and maximize time on task.
- Maintaining professional work habits and attitudes and maintaining a professional appearance.
- Co-Teaching when requested and applicable.

This position is federally funded and could possibly terminate at the end of the 2016-2017 school year.