



EMPLOYEE NAME: \_\_\_\_\_

Revised: 6/06; 7/07; 5/08; 10/12; 8/13; 11/13; 5/14, 6/15; 6/18; 11/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> District Academic Coach, Title I K-12	<b>JOB CODE:</b> 397B
<b>DIVISION:</b> Academic/Teaching and Learning	<b>SALARY SCHEDULE:</b> Coordinator
<b>DEPARTMENT:</b> Federal Programs, Title I	<b>WORKDAYS:</b> 208
<b>REPORTS TO:</b> Supervisor, Title I	<b>PAY GRADE:</b> CC1 (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides supplemental evidenced-based practices to schools with a focus on coaching, continuous school improvement, content, pedagogy, engagement, and instructional strategies. Collaborates with school teams/coaches to model and support in the development, implementation, and monitoring of school improvement plans. Provides supplemental professional to support coaches and teachers in the development and implementation of professional learning for schools with a Title I program.	

### REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; Master’s degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: Minimum of 5 years classroom teaching experience required; extensive experience with delivering professional development and more than 5 years teaching across multiple grade levels preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; interpersonal skills, leadership, organization, and instructional strategies. Strong knowledge of content, coaching, instructional and acceleration strategies; initiative and the ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; facilitation and presentation skills; ability to leverage technology for professional learning; ability to effectively use data and research to find and solve problems.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Collaborates with Title I Supervisor and local school teams to support the development, monitoring, and evaluation of the Title I School Improvement Plan.
3.	Coordinates support for schools through professional learning at the district and local school level.
4.	Supports instructional priorities and collaborates with district leaders to support instructional priorities.
5.	Models effective coaching and instructional practices.
6.	Promotes and provides additional support for consistent use of the Cobb Teaching & Learning System and other instructional resources.
7.	Works cooperatively with district staff, local schools, and central office personnel to meet District Improvement Plan goals and initiatives.
8.	Participates in professional learning to stay current with content standards, evidence-based instructional strategies, and coaching practices.
9.	Maintains and submits required records, forms, and reports.
10.	Performs other Title I, Part A allowable duties as assigned.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_