

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Academy Coach and Resource Specialist

FLSA: Exempt

GENERAL SUMMARY

The Academy Coach works under the general supervision of the principal and works with the school's leadership team to achieve District and school goals. In collaboration with the principal and school leadership team, the Academy Coach will oversee the development and implementation of all aspects of SLC/Career Academy initiatives within the school. The Academy Coach will serve as the liaison between the school, the district, and the community in providing project-based learning opportunities specific to each academy. The Academy Coach will coordinate and participate in professional learning community meetings for each academy. The Academy Coach will participate in leadership and other meetings as determined by the principal. The Academy Coach will work with the district in attaining MOU's with local business to support academy implementation within established protocols. The Academy Coach will work with school leadership to align and plan professional development, support instruction and promote collaboration between the different disciplines. The position will work with guidance and administration to coordinate post-secondary participation through dual enrollment, articulated credit, and other means of acceleration opportunities for students. The Academy Coach will coordinate HSAP, EOC, and CTE completer-program testing as well as other testing activities that are designated by the principal. The Academy Coach will assimilate and then disseminate data and other pertinent information related to student performance, academic standards, school renewal planning, program evaluation, and overall school improvement efforts. This position reports to the school principal.

ESSENTIAL FUNCTIONS

Develop and sustain small learning communities (SLC) and academies;

Facilitate completion of action plan, calendar of events, budget, and Program of Studies for academies;

Work with the district and outside agencies to create, promote, and maintain partnerships and resources for academies;

Train and help maintain value-added information for business and community involvement;

Act as liaison between the school and district on reform initiatives and on communicating these with the media;

Monitor and update scheduling of students for proper placement and purity in the academies;

Facilitate job shadowing, student internships, teacher externships, field trips, other engagements with learning outside of the classroom;

Educate and promote the National Standards of Practice for Academies (NSOP), including maintenance of records that demonstrate mastery of NSOP for the purpose of achieving "Model Status" in a national site review;

Serve on the school leadership team to align district initiatives with the School Renewal Plan;

Attend regular professional learning communities (PLC) meetings with other Academy Coaches and the district office to build a web of support and knowledge;

Promote and participate in PLCs within the school;

Foster and sustain business and community relationships (attend partnership council meetings and other meetings for networking and bringing in post-secondary, business, and community support);

Identify and participate in professional learning opportunities;

Attend school-based team meetings to provide support for implementation of reform initiatives;

Seek grant opportunities and provide information in a timely manner to external evaluators of grants;

Collaborate with district coordinators, department chairs, and school administration to coordinate the implementation and sustainability of reform initiatives and their impact on instruction;

Work with administration to ensure delivery of an advisor/advisee program for all grade levels;

Coordinate vertical alignment of initiatives of all schools in the cluster, acknowledging impact of schools of choice;

Coordinate and support project-based and integrated curricula with academy teams to impact student achievement;

Establish and oversee an academy advisory board comprised of representative from all academy stakeholder groups;

Work with teachers and students to increase attendance, reduce discipline problems, improve student achievement, and increase graduation rates;

Serves on school planning teams and attends required planning meetings as designated by the principal or district;

Coordinate with school leadership to help ensure the fidelity of HSTW implementation;

Supervises, coordinates, and implements all required student assessment programs at the school level (SC Exit Exam, EOC, CTE, etc.); works in collaboration with district testing staff to ensure an effective and timely submission of all required documentation;

Submits assessment and accountability data to district personnel in an efficient, accurate, and timely manner;

Documents, maintains, archives, and secures the confidentiality of findings from all assessments;

Assists with the evaluation and reporting requirements of all local, state, and federal programs that have an evaluation component;

Participates in activities and associations at the state, regional, and national levels to facilitate professional growth and to enhance job-performance abilities; and

Performs other related duties assigned by the principal; duties may not include teacher evaluation and LEA responsibilities. The Academy Coach may not serve as facilitators for PGDPs and teacher Diagnostic Assistance Plans, but they may be used to assist with teacher coaching. They may serve as the teacher evaluator on an ADEPT team for up to two teachers who are not employed at the individual Academy Coach's school site.

JOB SPECIFICATIONS

Education and Experience:

Job requires a master's degree or higher with at least five years of experience in education. Experience as a teacher leader is preferred. Administrative certification is preferred. Other professional training is considered if accompanied by a record of success in supervising and evaluating education initiatives.

Knowledge:

Knowledge of policies, procedures, and standards governing academy implementation, PLCs, SLCs, and community partnerships is required. Knowledge of MTSS, CCSS, HSTW, and Career Academies is required. Knowledge of policies, procedures, and standards governing program evaluation, student testing, and data analysis is required.

Skills/Effort:

Academy Coach must possess knowledge of relevant terminology, methodology, standards, processes, and functions of program evaluation, office equipment operations, verbal and written communication skills, personality traits necessary to work collaboratively with parents, district staff members, community and business members, planning team members and other groups involved with district activities. Willingness to perform the duties of the position efficiently and effectively must be demonstrated.

Working Conditions:

Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Routine local travel required and occasional overnight travel required. Job requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County School District is a smoke free district.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____