



THE METROPOLITAN SCHOOL DISTRICT OF

WARREN TOWNSHIP

JOB TITLE: Academic Coach (Adult Education)

FLSA CLASSIFICATION: Exempt (Professional), salaried employee

WORK DAYS: 170 days (does not include holidays)

STANDARD HOURS PER DAY: 10 hours per day

WORK YEAR: The work year for the Academic Coach is year round, Monday-Thursday, day and evening hours.

SALARY SCHEDULE & BENEFITS: \$60,000

REPORTS TO: Instructional Coach reports to the Building Director and Assistant Director

SUPERVISES: N/A

GENERAL SUMMARY: The Academic Coach's focus is to provide customized, relevant, and ongoing support to classroom teachers. In order to support teachers and improve instruction in multilingual reading/speaking and listening literacy and adult basic education reading, language, and mathematics, the coach will assist with staff development by facilitating staff and subject level meetings, modeling lessons, providing classroom observations, and coaching. The coach may also assist in screening, diagnosing and monitoring student progress, as well as recommending any intervention strategies that may be indicated by the assessment process. The coach will teach an adult education course.

Essential Functions:

1. Support teachers with the implementation of effective reading and math strategies and interventions that increase student achievement through collaboration and coaching (Invest in People, Invest in the Future of our Graduates)
2. Leads district aligned, building based professional development and supports teachers through implementation of those best practices (Invest in People, Invest in the Future of our Graduates)
3. Develops teachers, new to Warren, in the area of instruction and classroom management (Invest in People, Invest in the Future of our Graduates)
4. Collaborates with Director and Assistant Director to effectively communicate the district's instructional vision (Invest in People, Invest in Efficiencies)
5. Exhibits an understanding of current scientifically-based research in instructional practices and continuous improvement (Invest in People)
6. Actively participates in building level data meetings, data collection, and analysis of school-wide data based on district calendars (Invest in the Future of our Graduates, Invest in Efficiencies)
7. Assists teachers in the use of adult basic education common assessments and benchmarking data to guide instruction and track academic performance (Invest in the Future of our Graduates, Invest in Efficiencies)
8. Develops teachers in their use of digital content to support instructional practices and tracks monthly data (Invest in People, Invest in Efficiencies)
9. Contributes to the development and revision of curriculum; serves on curriculum mapping team (Invest in Efficiencies)
10. Teaches an adult education course (Invest in the Future of our Graduates)
11. Supports projects based on grant writings (Invest in Efficiencies)
12. Supports textbook adoption process for adult education materials (Invest in Efficiencies)
13. Supports Journey of a Graduate implementation (Invest in the Future of our Graduates)
14. Develops and maintains such records and reports as are necessary to the successful execution of the job (Invest in Efficiencies)
15. Assumes other duties and responsibilities as assigned by supervisors

NON-ESSENTIAL FUNCTIONS:

1. Other duties as assigned by the Director

SKILLS AND PROFICIENCIES:

1. Exudes positivity and a proactive/solutions-oriented approach to problem-solving.
2. Working knowledge of curriculum, instruction and assessment.
3. Ability to produce, analyze, interpret and summarize data.

4. Knowledge of best practices at the district and building level.
5. Must possess excellent leadership and interpersonal skills.
6. Must possess strong writing and verbal communication/presentation skills.
7. Specialized training or endorsement in reading/literacy instruction.
8. Knowledge of best practices for teaching and learning such as:
 - a. Differentiated Instruction
 - b. Content-Area Reading and Writing Instruction and Literacy
 - c. Cooperative Learning
 - d. Comprehensive/Balanced Literacy
 - e. Literacy Work Stations
 - f. Mathematical Practices
9. Ability to organize and present information to various groups
10. Organizational skills in the area of time, tasks, and resources
11. Working knowledge of or ability to learn technology applications
12. Knowledge and experience in data-driven instructional decisions
13. Knowledge of College and Career Readiness State Standards

ENTRY-LEVEL REQUIREMENTS:

1. **Education/Training:** An earned Master's degree from an accredited institution is preferred.
2. **Experience:** Five years of experience as a classroom teacher or school counselor in a public school setting is required.
3. **Certification and/or Licenses:** Holds a valid Indiana School Teaching license.
4. **Other:** The ability to perform the essential functions and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required. Success in working with people in establishing goals, setting objectives, and developing action plans to produce the expected results.

PHYSICAL REQUIREMENTS: The duties and responsibilities of the Academic Coach primarily involve a daily combination of office work, traveling through the school building and grounds, and interacting with students, teachers and community members. Efficient use of a personal computer is important to the effective accomplishment of these job responsibilities.

This job does not require heavy lifting or other physical abilities often associated with manual labor.

SENSORY REQUIREMENTS: The ability to communicate verbally in person and via telephone is very important. The ability to compose documents that are readily and fully understood is very important.

ENVIRONMENTAL FACTORS: Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.