9/10/2026

JOB DESCRIPTION

POSITION TITLE: 49% Curriculum and Academic Support Coach (Secondary 9-12)	**REPORTS TO:** Principal
WORK DAYS: Scheduled, 49% position	**PAY FREQUENCY:** Monthly
SALARY SCHEDULE: Local Salary Schedule	**JOB CODE:** 397, 475
FLSA: Exempt	**LOCATION:** Harris County High School
PRIMARY FUNCTION: Supports teachers in standards-based instruction and curriculum implementation through coaching and feedback. Collaborates with administration to improve student achievement. Serves as the school MTSS Coordinator and leads MTSS efforts, addressing academic and behavioral challenges through training, programs, and resources.	

REQUIRED QUALIFICATIONS:

Minimum Education:

Master's degree in education; Georgia Teaching Certification in Secondary Education (9-12) with Reading Endorsement [FLD855], Gifted In-Field [881] preferred. Valid Georgia Educational Leadership certificate preferred.

Minimum Experience:

Minimum 5 years of effective teaching experience; MTSS Leadership and/or EIP experience.

Preferred Knowledge, Skills, & Abilities:

- Effective written and oral communication
- Organizational, interpersonal, and leadership skills
- Computer competence, Google-based platforms
- Fast Bridge
- Dual Enrollment instruction
- Illuminate Education
- Georgia Milestones curriculum development, strategies, and assessment
- Data management and analysis
- Gifted instruction, delivery models
- Advanced Placement instruction
- Delta Math
- Lexile assessment
- Infinite Campus
- Remedial Education Program (REP)
- Teacher Keys Effectiveness System (TKES)

THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.

ESSENTIAL DUTIES AND TASKS:

- Demonstrates prompt and regular attendance
- Exhibits professionalism
- Follows all county, state, and federal policies and procedures
- Promotes district instructional priorities by providing support and demonstration of the following skills: training, modeling, coaching, and instructional guidance necessary for the operation of the instructional program
- Demonstrates an understanding of the curriculum, subject content, pedagogical knowledge and the needs of students by providing relevant learning experiences

- Supports training and provides guidance on curriculum implementation, effective instructional strategies, and assessment practices to enhance teaching and learning
- Stays current on best practices in curriculum development and assessment strategies
- Conducts informal classroom observations and provides feedback to teachers
- Plans and conducts professional learning opportunities for school-based personnel to implement the standards-based curriculum, inquiry learning, and authentic assessment
- Maintains accurate and up-to-date data to include but not limited to progress monitoring, benchmark results, differentiated lesson plans
- Assist with reviewing classroom lesson plans and provide lesson plan feedback to teachers
- Serves as a liaison to administrators, teachers, counselors, school social workers, school psychologists, and other stakeholders to develop appropriate positive behavior interventions and supports through MTSS
- Supports district and school administrators in the implementation of multi-tiered systems of support using balanced assessments to inform literacy and behavior
- Supports project development of mental health and behavioral support programs
- Monitors student achievement data associated with the multi-tier assessments
- Identifies, researches, and reviews resources for effective remediation/acceleration for students and teachers
- Performs other instructional-related duties as assigned

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a 49% position, not to exceed the monthly maximum hours worked under Teacher Retirement System guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk; use hands, handle or feel; and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a maximum of 20 pounds.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. The Curriculum and Academic Support Coach (Secondary 9-12) does not serve in an administrative role or perform administrative tasks. Duties, responsibilities, and activities may change at any time with or without notice.

EVALUATION:

Performance on this position will be evaluated as a Contributing Professional in accordance with the Teacher Keys Effectiveness System (TKES).