



# KIN DAH LICHÍ'Í ÓLTA'

## POSITION DESCRIPTION

Approved: 09/13/2017

<b>TITLE: Academic Coach</b>	<b>EMPLOYMENT: 10 Months</b>
<b>CLASSIFICATION: Exempt</b>	<b>CATEGORY: Certified</b>

**GENERAL STATEMENT OF RESPONSIBILITIES:** Responsible for providing appropriate and effective reading and math instruction to teachers and students to improve academic achievement, to ensure mastery of established Arizona standards, skills, and to meet unique needs of each student. Academic Coach will focus on providing professional development and coaching for teachers and providing them with additional support needed to implement various instructional programs and practices. Academic Coach is an instructional specialist who focuses on teacher strategies. **POSITION SUMMARY:** To be responsible for a wide variety of management or semi-administrative duties and is an integral part in providing a service-oriented relationship with all departments to assure the smooth and efficient operation of the school administrative functions. The incumbent is responsible to the Principal.

### I. Minimum Qualifications:

- Master Degree in Education, in Curriculum and Instruction preferred.
- Valid Arizona Department of Education Teaching Certificate.
- Five years of successful teaching experience.
- Experience with mentoring and coaching adult learners.
- Experience in curriculum alignment and mapping.
- Experience in data analysis, disaggregation.

### Special Requirements:

- First Aid and CPR Certification is required within 30 days of hire.
- Valid Arizona Driver's License required.
- Must pass criminal background checks by State, Federal and Navajo Nation.

### Knowledge, Skills and Abilities:

- Ability to communicate ideas and directive clearly and effectively, both orally and in writing.
- Knowledge of Navajo Culture and Navajo Language preferred.
- Good verbal and written communication skills, ability to communicate well with parents, children, teachers and the general public.
- Proficient with use of instructional technology programs.

### II. Duties and Responsibilities:

- Provides on-site, job embedded coaching to teachers.
- Provides professional development opportunities in the area of Reading and Math instruction, assessment, and data analysis.
- Organizes and displays test scores by grade level after each assessment.
- Conducts on-going classroom visitations as appropriate and necessary to be able to perform the duties of Academic Coach.

- Works with teachers and Principal in implementation and support of the school reading and math programs aligned to school improvement initiatives.
- Supervises the distribution of curriculum materials.
- Works with Principal and teachers to coordinate, deliver and provide appropriate internal and external professional development opportunities aligned to school improvement goals.
- Works with teachers and Principal to coordinate aligned reading and math instruction.
- Responsible for assessment of reading skills and interpretation of assessment results.
- Uses student work and assessment of reading results as rationales and evidence to determine effectiveness of the Academic Coach program and assists teachers in making decisions about instructional activities.
- Researches and provides information and guidance regarding range of effectiveness through individual discussions, coaching sessions, study group, staff meetings and professional development.
- Demonstrates lessons with pre- and post- discussion and analysis.
- Provides and/or models academic instruction based upon principles of effective instruction.
- Prepares reports for appropriate audience to inform about reading and math achievement of students.
- Maintains paperwork consistently, appropriately and in a timely manner.
- Maintains confidentiality of school, teacher, and classroom.
- Facilitates regular grade level meetings and keep documentation of meetings.
- Models instructional strategies and practices for teachers with an emphasis on improving teaching and learning.
- Aligns professional support to the teacher evaluation system to improve classroom practices.
- Adheres to and enforces all Board policies.
- Establishes work standards and ethics.
- Attends and participates in committee meetings, in-service training and related activities consistent with duties and school improvement outlined in Restructuring Plan.
- Performs other duties as assigned.

**III. Supervision Received By:** Principal

**IV. Working Hours:** In accordance with Board policies

**V. Evaluation Procedure:** In accordance with Board Policies.

#### CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi'i Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statues and their implementing regulations, or school policies.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Immediate Supervisor