

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title:** Academic Coach

**Department:** Instruction

**Date:** April 2016

**Reports To:** Director of Curriculum and  
Instruction & Principal

**Grade:** Teacher Schedule

**Purpose of Job**

The purpose of this job is to provide leadership in developing, achieving and maintaining quality educational programs and services to improve student achievement.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provides direct service to classroom teachers.
- Works with teachers in their respective classrooms to improve the quality of instruction.
- Works with new teachers to ensure their success during the first few years of teaching.
- Observes teachers to determine ways to improve instruction.
- Demonstrates teaching techniques, skills and new concepts.
- Assists classroom teachers in selecting instruments for assessing learner needs.
- Provides tips in classroom management and discipline as needed.
- Consults and works with staff to coordinate and teach the total curriculum.
- Provides follow-up for teachers who have participated in professional development activities to assure skills are implemented in the classroom.
- Assists in evaluation, assessment and curriculum development.
- Analyzes student performance data and makes recommendations for remediation and enrichment.
- Assists classroom teachers in identifying learner needs and makes recommendations to meet those needs.
- Assists teachers in making modifications for identified student learning problems.
- Assists in development and revision of benchmark assessments.
- Assists in the development and revision of curriculum.
- Assists in the development, selection and/or adjustment of curriculum and materials.

- Assists in the correlation and dissemination of curriculum information and materials.
- Helps select appropriate curriculum materials for use in the classroom.
- Assists in the evaluation of professional development activities.
- Recommends and orders curriculum materials.
- Supports professional development.
- Provides information to teachers both individually and through workshops on current research in education.
- Holds conferences with professional staff to enhance the quality of instruction.
- Plans and directs professional development training to teachers.
- Provides professional development to ensure all students have the opportunity to achieve success on state-mandated tests and state content standards and student performance standards.
- Provides staff development instruction of technology.
- Provides staff development on literacy.
- Provides training on standards-based classroom instruction.
- Maintains a daily log of activities and makes it available to appropriate persons.
- Maintains up-to-date program records.
- Develops and maintains a curriculum library.
- Makes referrals to other professional staff members.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Master's Degree preferred. Minimum five years successful experience in classroom.

### **Knowledge of Job**

Candidate must have considerable knowledge of the policies, procedures, and activities of the school system and instructional practices as they pertain to the performance of duties relating to the Academic Coach. Candidate must have capability to develop and implement long-term goals in the effective operation of the school system. Candidate knows how to keep abreast of any changes in statutes, policies, procedures and methods as they pertain to public education. Candidate is able to effectively communicate and interact with subordinates, supervisors, members of the general public and other groups involved in the operation of the school system. Candidate is able to assemble information and make written reports and documents in a concise, clear and effective manner. Candidate has good organizational, management, interpersonal and technical skills. Candidate is able to use independent judgment and discretion in interacting with classroom teachers, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:**

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to curriculum and instruction. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:**

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**