

Academies Coach

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

Job Title: Academies Coach

Department: Instruction

Grade: Teacher Pay Schedule

Job Description

Date Reviewed: March 2020

Reports To: Director of CTE

Purpose of Job

The purpose of this job is to provide leadership in developing, achieving and maintaining the quality educational experiences of students who attend classes through the Academies of CMCSS.

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.

Collaborates with Academy administrators and teachers, school counselors, the Director of CTE, CCTs, and TICs to coordinate the implementation and sustainability of Academy learning and its impact on instruction.

Uses the NCAC National Standards of Practice as a framework for evaluating Academy performance and designing professional development for both teachers and administrators.

Attends school-based Academy team meetings to help foster the creation real-world, standards based, integrated challenges related to the career themes of each Academy.

Assists Academy teams in selecting and/or designing cross-curricular instruments for assessing student learning.

Identifies and promotes opportunities for interactions between Academy students across the district, business partners, and community members.

Assists in the researching, writing, and submitting of appropriate grants.

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Assists in developing and sustaining business and community relationships that support Academies, to include teacher externships, Business After Schools, Leadership CMCSS, and Leadership Clarksville.

Assists in the creation of informational handouts, presentations and videos showcasing the Academy experience for parents, students, and community members.

Compiles Academy student success stories to share with community.

Works with Academy Administrators and counselors to collect and maintain a database of Academy student performance, and uses the data to guide conversations with Academy Administrators, counselors, and teachers about sustainment and improvement.

Shares data with Director of CTE, CMCSS Board, and others as required.

Plans and directs professional development training to teachers in the following areas:

- curriculum integration
- problem-based learning
- small learning communities
- work-based learning

Develops Academy application materials and oversees the application and acceptance process.

Promotes and supports Academy-themed summer camps for elementary and middle school students.

Assists Academy Administrators with the planning and development of teacher externships.

Maintains a daily log of activities and makes it available to appropriate persons.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum five years successful experience in the classroom.

Master's degree preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, Facilities practices as they pertain to the performance of duties relating to the job of Academies Coach. Has general knowledge of the School System, Facilities and Safety practices as necessary in the

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completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate with a reasonable level of skill a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. 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/or up to ten pounds of force frequently. Physical demand requirements are at levels of those active work. Must be able to lift and/or carry weight of twenty to forty pounds.

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

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Academies Coach. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Academies Coach.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

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MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

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).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

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.

Employee's Signature

Supervisor's Signature

Date

Date