



Job title	<i>Academic Coach</i>
Reports to	<i>Director of Instructional Learning</i>
Direct Report(s)	<i>None</i>

Job Summary

The Academic Coach utilizes predictive analytics to increase enrollment, retention and completion rates of students in the assigned program area. The Coach works with new and returning students to create degree plans, provide referrals to internal and external resources, and the academic coach will ensure that student achievement data drives instructional decisions at the classroom and school level.

Main Responsibilities

- Provide support and assistance to all classroom teachers in the full and skillful implementation of the district’s adopted instructional programs, with priority given to literacy and math.
- Conducts demonstration lessons to insure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
- Provides on-site staff development to support program implementation.
- Assists teachers in building an interactive classroom environment focused on content and learning strategies.
- Observe classroom teachers and provides “net-step” support for all teachers.
- Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students including English learners, Standard English learners, students enrolled in Special Education Programs, and students with diverse learning needs.
- Assists teachers in preparation and pacing for instruction.
- Participates in collaborative grade level/department meetings to assist in the analysis and utilization of assessment data to improve student achievement.
- Assists grade level/department teams in setting goals for improved instruction.
- Meets regularly with the principal to review unit assessment data and to assess the outcomes of goals established by grade level/department teams.
- Works with the district staff and other academic coaches to enhance K-12 program articulation and system coherence.
- Prepares forms, records, and reports as directed.
- Attends meetings and trainings as directed.

Essential Duties And Responsibilities

The Academic Coach shall work to improve enrollment for all population subgroups within the school by performing the following duties and responsibilities:

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- Ensures that the school’s curriculum is guaranteed and viable by supporting the development of content knowledge, performance standards, and curriculum design.
- Guides the application of research to support purposefully made instructional decisions that contribute to all students meeting rigorous standards with a focus on planning, teaching, and critical reflection.
- Scaffold the development of an effective assessment system; a) based on regular examination of professional practice through analysis of student work, b) focused on effective feedback, and c) designed to support all teachers and students.
- Designs on –going, site based professional development where teachers support each other’s’ professional growth and focus on the school’s unique goals and needs. • Provide team and classroom support to ensure that collaboration produces shared understandings and thoughtful development of professional practice.

Key Relationships:

Internal: Graduation Achievement Instructors, Special Education Teachers, Title I Teachers, Center Coordinators

External: Parents/Guardians, Students, GaDOE

Key Behavioral Competencies:

- Personal Accountability - When committing to do something, does it decisively, responsibly and with urgency. Can be relied on consistently, including:
 - Demonstrates a strong sense of urgency through prioritizing and following through on commitments
 - Drives hard to meet and frequently exceed goals and objectives within tight timeframes.
- Decision Making
 - Makes timely decisions
 - Takes bold, decisive action or makes commitments, despite risks, conflict or uncertainty, after considering the available courses of action and the needs and values of others.
- Adaptability
 - Responds to change with a positive attitude and a willingness to learn new ways of working.
 - Seeks new skills, behaviors and knowledge to increase personal performance capabilities.
- Relationship-Building
 - Establishes rapport with people easily
 - Develops and maintains a network of contacts which can provide information, help and access to others.

Background

- Education: Bachelor’s Degree required

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- Certification/Licensure: Must hold teaching or service certificate in any field
- Experience: Minimum of 3 years successful work experience in working with high school students
- Working knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school
- Ability to analyze, develop, implement, and track intervention plans and strategies
- Knowledge of and the ability to analyze data, including that available from the Georgia Department of Education, the Governor's Office of Student Achievement, and from other sources
- Must have an understanding of the multiplicity of social services available in the community to support students at risk of not graduating
- Ability to apply critical thinking skills in rendering solutions to various issues
- Ability to work with collaborative teams
- Excellent interpersonal skills needed to work effectively with students, parents, administrators and staff
- Excellent organizational skills
- Excellent communication skills both written and verbal

Working Conditions:

- Normal office environment

Physical Demands:

- Routine physical activity associated with normal office environment
- Demonstrated ability to thrive in a fast-paced work environment

Graduation Achievement Charter High School Philosophy

Graduation Achievement Charter High School is the standard for providing students with creative choices for their future. Proper resources, sufficient support, and the flexibility to differentiate instruction are essential. The most important resource is strong collaboration among stakeholders, starting with an outstanding staff and students invested in their own success. Effective educators engage all students in the teaching and learning process, provide them with the right tools to take charge of their own learning, and facilitate a successful transition to independent lifelong learning.

Graduation Achievement Charter High School Mission

The mission of Graduation Achievement Charter High School is to provide historically underserved students with a flexible and highly individualized virtual high school experience.

An Equal Opportunity Employer

It is the policy of Graduation Achievement Charter High School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.