CALIFORNIA MILITARY INSTITUTE

Board Approved: May 18,2022
Salary Schedule: #211

The California Military Institute (CMI) provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the California Military Institute policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **SECONDARY ACADEMIC COACH**

JOB PURPOSE STATEMENT: Under the direction of the site principal, the Secondary Academic Coach works at a designated school site on a daily basis coaching, mentoring and modeling exemplary lessons for teachers, ensuring that California instructional standards (i.e., Mathematics, English Language Arts, English Language Development, Science, etc.) are being effectively taught, using data to drive the instructional program, and making sure technology is seamlessly and effectively integrated into classroom instruction.

JOB FUNCTIONS:

- Provides support and assistance to classroom teachers in the full and skillful implementation of the instructional standards and technology integration .
- Provides support and assistance to classroom teachers by providing instruction to targeted student groups.
- Conducts demonstration lessons to ensure that teachers have been trained to an advanced level of delivery and are using the instructional materials and technology as designed.
- Provides on-site staff development to ensure that teachers are knowledgeable about program components and understand the instructional design of how the program meets the standards.
- Assists teachers in building an interactive classroom environment focused on the content.
- Serves as an expert resource on charter curriculum maps, data analysis, and/or technology integration.
- Engages teachers and school community in ongoing reflections, dialogues and results driven evaluations focused on continuous improvement of student achievement.
- Assists schools in analyzing and interpreting data in order to identify strengths and weaknesses as well as trends.
- Uses technologies in the teaching/learning process.

JOB FUNCTIONS (continued):

- Assists in the design and implementation of sustained professional development program based on student needs and in alignment with the goals of school improvement plans.
- With the permission of the classroom teacher, conducts classroom observations and provides "next-step" support for all teachers.
- Plans and organizes work, sets priorities and evaluates accomplishment of goals within established timelines with minimum supervision.
- Maintains confidentiality of records, reports, tests, tests results and conversations.
- Serves as a resource in identifying appropriate instructional strategies, interventions and technologies to improve student achievement for all students.
- Assists teachers in preparation and pacing for instruction.
- Participates in collaborative meetings to assist in the analysis and utilization of assessment data to improve student achievement.
- Develops and maintains a consistent communication protocol with school site staff to facilitate prompt support.
- Establishes and maintains effective working relationships with staff and the school community.
- Assists teams in setting goals for improved instruction.
- Prepares forms, records, and reports as directed.
- Attends meetings and trainings as directed.
- Networks and collaborates with other coaches, teachers and personnel.
- Prepares and maintains a log of activities
- Maintains a professional relationship with all colleagues, students, parents and community members.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to hear normal range verbal conversation (approximately 60 decibels)

PHYSICAL ABILITIES (continued):

- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited university
- Valid California teaching credential with CLAD endorsement in area of need as determined by the Charter

Experience:

- Minimum three years teaching experience