



# COACH

## ACADEMY CTE

### JOB DESCRIPTION

**JOB TITLE:** Academic Support Coach - Academy/CTE  
**REPORTS TO:** Director of CTE  
**LOCATION:** Education Support Services  
Campus Based

**FLSA STATUS:** Exempt  
**PAY GRADE:** ADM-02  
**DAYS:** 215  
**JOB ID & DATE:** ADM-32 | March, 2024

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### JOB PURPOSE SUMMARY

Be the leading authority in Project Based Learning (PBL) and Linked Learning to guide and empower educators and groups of teachers in designing and executing instructional strategies across various subjects and programs. Facilitate the integration of PBL Works and Linked Learning methodologies into curriculum, ensuring alignment with industry partners and experiential learning opportunities. Collaborate with Academy teams to foster a seamless incorporation of PBL and Linked Learning into educational frameworks within assigned Learning Communities. Provide vital support in implementing Individualized Career and Academic Plans (ICAPs) and monitor student progress, leveraging data analysis to prioritize interventions and support services. Spearhead initiatives such as concurrent/dual enrollment, Career and Technical Education (CTE), internships, and other enrichment programs to enhance high school education and career pathways.

### REQUIREMENTS

#### Education Level Details

Bachelor Degree required  
Master Degree in education preferred

#### License / Certification Required

Colorado Teaching License in subject area specified  
CLDE and ReadAct Preferred

#### Work Experience Required

Minimum of three years of experience as a teacher  
Minimum of three years of successful leadership experience preferred  
Experience in education/business/Industry

#### Other Skills and Abilities Required

Ability to problem solve, think critically and manage conflicts  
Ability to collect, analyze and use multiple sources of data  
Strong organizational, and strategic planning skills  
Strong communication and interpersonal skills  
Strong interest in urban education and driving improvement in student achievement  
Ability to work collaboratively to build consensus while also delivering exceptional results  
Ability to inspire, manage and collaborate with a wide variety of stakeholders at all levels

Knowledge and expertise in writing grants  
Knowledge of the Adams 14 strategic plan as it relates to pathways.  
Ability to work independently and follow through on assigned tasks.  
Ability to prioritize and manage multiple projects.  
Ability to apply technical skills, including word-processing, spreadsheet, presentation, and email  
Ability to apply understanding about learning theory with regard to children and adults.  
English language skills required.  
Oral and written fluency in Spanish preferred.

## **FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Major Responsibilities

- Collaborate with administrators, teachers, and counselors to ensure the implementation of district-wide and school-based systems that match students with post-secondary planning opportunities to effectively support them toward graduation and college and career readiness.
- Provide instructional coaching to Academy/CTE teachers.
- Imbed college and career success across content areas assisting in the implementation of contextual learning opportunities, including site visits, field experience, job shadowing, mentorships, apprenticeships, and internships for all students.
- Develop and maintain positive relationships with parents and community members in order to promote dedication to their student's achievement and the understanding that college and career goals are attainable.
- Assist Academy Team in preparing all students and parents for pathway choices; and provide support during pathway application, enrollment, and registration processes, with particular attention to course selection and Individual Career & Academic Plans.
- Plan and coordinate academy, CTE teachers, and staff to lead pathway events, such as presentations of learning, workshops for all teachers, staff, students and parents, college tours, and business and industry visits. Must be willing to work on some evenings and weekends.
- Participate in professional learning associated with academic and career pathways, including opportunities and professional conferences.
- Develop and maintain documents about higher education and career opportunities.
- Utilize a variety of methods to assist staff in improving teaching , i.e., coaching, monitoring data, focused dialogue, collaborative planning, action plan implementation, providing professional development.

- Provide targeted feedback to teachers regarding classroom instruction and student achievement.
- Assist in the implementation of the district curriculum, initiatives, and strategies through classroom coaching and data analysis.
- Facilitate Professional Learning Communities (PLCs) with a strong focus on lesson internalization, student work analysis and data driven instruction.
- Develop, implement and evaluate short/long-term content-based and instructional-based action plans.
- Identify areas of needed improvement in classroom instruction.
- Monitor campus and classroom student data and identify areas of improvement for instructional focus. Use this information to provide individual support to teachers.
- Serve as an instructional liaison between district departments and campus personnel.
- Provide leadership and facilitation of vertical and horizontal instructional planning and meetings among grade-levels and/or departments with teachers.
- Collaborate with campus staff to facilitate systemic change and sustainability of district initiatives

#### Instructional Professional Development

- Collaborate with school leadership and district personnel to develop professional development based on campus identified needs or based on curriculum components.
- Arrange professional development activities for all teachers in the school or in the district, as needed
- Provide job embedded professional development to teachers and monitor implementation of development.
- Attend district provided or facilitated professional development, to include evenings and weekends as needed.
- Maintain professional development in content areas, knowledge and expertise, identify current trends, and provide current information to content area teachers to inform instruction.

### **CONTENT SPECIFIC RESPONSIBILITIES**

#### Career & Technical Education(CTE)/Ed-Tech / STEM Curriculum

- Collaborate with Academic Content Specialists/Coaches (including ELD and Special Education) to incorporate PBL and Linked learning across all content areas.

- Oversee the establishment of CTE/K-12 STEM curriculum alignment to the State of Colorado established standards.
- Monitors the implementation of CTE/STEM curriculum and data tracking to ensure student success and high school/college readiness.
- Conducts Needs Assessments to determine short and long range projects, insights on curriculum, schedule, infrastructure, evaluation, communication, policies, professional development, and other areas.

**SUPERVISORY RESPONSIBILITIES**

May be required to supervise paraprofessional staff

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_