



VOLUSIA COUNTY SCHOOLS  
Position Description

**ACADEMIC COACH - SECONDARY**

**(CURRICULUM AND INSTRUCTIONAL SERVICES)**

**REQUIRED QUALIFICATIONS**

- Bachelor’s Degree in Education, Master’s Degree preferred
- Hold or is eligible to hold a valid Florida Educator’s Certificate in Secondary Education
- Current course work or training in the core accountability curriculum areas completed
- Current advanced training or experience with identified “best practices” in reading, writing, math and science
- Three (3) years successful teaching experience
- Minimum of one (1) year experience in accelerated learning in reading/ math for low achieving students
- Minimum of one (1) year in staff development and successful coaching experience
- Experience in coordinating professional development related to performance responsibilities

**REQUIRED SKILLS**

- Ability to evaluate curriculum content and its effectiveness
- Strong written and verbal communication skills, including presentation and teaching skills to effectively communicate with all stakeholders and to enhance collaborative decision-making
- Strong technology skills and willingness to continue education to keep up to date on technology and management
- Effective teaching practices, use of adaptive technology, and behavior/classroom management
- Ability to plan and coordinate large multi-group presentations for all populations
- Ability to work harmoniously and cooperatively with professional staff, school community, school advisory council, parent organizations, governmental agencies, community businesses, parents, and service agencies
- Ability to provide leadership as a member of the instructional team
- Ability to read, analyze, synthesize and apply policies, rules, laws and regulations to existing conditions
- Strong skills and efficiency in record keeping (federal, state, and local compliance and instructional documents)
- Strong organization, planning, management, and decision making skills
- Ability to implement identified “best practices” in reading, writing, math and science
- Ability to implement accelerated learning in reading/ math for low achieving students
- Ability to communicate with school-based and district staff on professional, specific and general areas of exceptional student education
- Ability to use both manipulatives and tools of technology to determine needs and progression
- Ability to accomplish tasks with minimum supervision

**REPORTS TO** Differentiated Accountability District contact and/or Principal

**SUPERVISES** Support staff as designated

**POSITION GOAL**

*To provide professional support for improvement in the delivery and effectiveness of instruction in the critical areas of education that will enhance learning opportunities to all students of Volusia County Schools*

**PERFORMANCE RESPONSIBILITIES**

*The principal duties and responsibilities of the position of Coach include an assigned combination of the following, depending on the specialty, administrative organization, and district curriculum improvement plan.*

**PROJECT IMPLEMENTATION AND SITE MAINTENANCE**

- **Support implementation of academic interventions, the quality of instructional delivery and on-going assessments**
  1. \*Implement curriculum mapping in the areas of reading, writing, math and science using the Volusia County Curriculum Guides and district-adopted textbooks including mental models for students and synthesizing instructional strategies when appropriate.
  2. \*Maintain frequent contact with identified curriculum specialists and school and district administrators.
  3. \*Provide excellent planning and organizational skills to handle paperwork and record keeping tasks in a timely and efficient manner.
  4. \*Prepare and maintain accurate reports and all related forms and submit to supervisory personnel as required.

# VOLUSIA COUNTY SCHOOLS

## Position Description

### PAGE TWO, ACADEMIC COACH

### (CURRICULUM AND INSTRUCTIONAL SERVICES)

**PROFESSIONAL DEVELOPMENT**

- **Use Legislated staff-development protocols to implement on-going in-service and academic interventions based upon data analysis**
  1. \*Support and implement research recommended strategies based on the No Child Left Behind (NCLB) legislation to meet the particular needs of the school.
  2. \*Model lessons in the core accountability curriculum areas.
  3. \*Provide staff development based upon the state legislated staff development protocols of planning, delivery, follow-up, evaluation and assisting with district identified staff development initiatives.
  4. \*Participate as necessitated in the Student Success Team (SST) to ensure the expedient identification and processing of all students who may need extra educational support.
  5. \*Use appropriate verbal and communication skills with teachers and administrators to increase trust, collegiality, professional dialog, and team building.
  6. \*Attend an annual curriculum Institute.

**RESEARCH AND TRAINING**

- **Analyze and interpret student data with administration and teachers to determine school needs**
  1. \*Provide support for teachers using technology to interpret individualized student data that guides whole class and fluid small group instruction in targeted academic areas.
  2. \*Coach teachers to effectively deliver instruction in the core accountability areas.
  3. \*Monitor tutoring program(s) to ensure that additional instruction is specifically designed to meet the identified academic deficits of each designated student.
  4. \*Collect and review initial, discontinuing and end-of-year student data to determine school needs.
  5. \*Prepare an annual report.

**GENERAL**

1. \*Expedite assigned duties with minimal supervision.
2. \*Work as part of a team by establishing and maintaining working relationships that foster efficiency and productivity and promote cooperation with administrators, fellow employees, students, faculty and the public.
3. Perform other related duties as assigned by the Instructional Specialist, Classroom Support.

*\*Denotes essential job function/ADA*

### POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
7/8/86	Months: 10/11 Days: 196/216 Hours: 7.0/7.5/8.0 Tenure: Yes	District Schedule Level: Teacher Pay Schedule	Bargaining Unit:3 Title: 31161 DOE:64020 Professional staff-Instructional EEO-5 Line: 43	2- Light Work 3- A-D, F, G, K-V 4- Indoors	Exempt	Teacher-VTO Title 1

**INCUMBENT:**

RK 6/8/04, RK/MG1/23/08, 6/24/10,  
2/26/13, 6/3/24

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