CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Academic Coach
Job Description

Qualifications:

1. Educational Level: Bachelors Degree required; Masters Degree preferred
2. Certification/License Required: Valid Teaching Certification
3. Proficient Skills: Written and Oral Communication, leadership, organization,
   interpersonal skills, collaboration, word processing, data-based management, and instructional technology integration

Position Description:
Improves instruction by providing assistance to teachers in developing effective teaching strategies for all students.

Duties and Responsibilities:

1. Observes, coaches and mentors teachers, providing feedback regarding all aspects of academics: instruction, classroom management and classroom environment
2. Plans, organizes and assists with conducting site-based workshops and job-embedded professional development training
3. Provides support to beginning teachers
4. Implements techniques that include instructional modeling, classroom observations, coaching, and feedback and professional growth.
5. Provides assistance to teachers in classroom organization, management, and instructional strategies through visitation and demonstration.
6. Provides assistance to teachers in the implementation of the instructional components of the curriculum and instructional delivery.
7. Plans, conducts, implements, and evaluates school-wide activities related to instructional support.
8. Serves on the Teacher Support Team committee along with other school personnel.
9. Assists in School Improvement planning and implementation process.
10. Perform other duties as assigned by the Principal or Asst. Principal

Terms of Employment:
Twelve month year, work days set in consultation with the Superintendent and a salary to be approved by the Board

Evaluation:
Performance of this position will be in accordance with the provisions of the Board's Policy on evaluation Personnel.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Parent Liaison
Job Description

Position Description:

To support families, teachers, and community participants in their efforts to assist students in achieving educational excellence and bridge the gap between home, school and community.

Job Qualifications:

- B.S. Degree in Social Work
- Experience working with families and schools.
- Specific Training/Skills: Self-starter who takes initiative and works well independently;
- Demonstrated ability to support and work effectively with young people;
- Demonstrated ability to relate effectively with people of diverse cultural economic backgrounds.

Duties and Responsibilities:

1. Coordinates parent participation, organizes meetings and educational classes for program
   participants and encouraging leadership (e.g., parenting skills, volunteer training) for the purpose of developing parenting skills, understanding of school processes and parent/student success
2. Establish the Parent Room/Resource Center as a welcoming place that invites participation and partnership through the development of a wide variety of "welcome" activities for parents/families.
3. Meet with the PTA and Parent Advisory Committee to develop a yearly plan for outreach
   activities to increase family and community partnership with the school.
4. Oversee all activities developed in the yearly plan by connecting parents and teachers, facilitating meetings, providing information.
5. Coordinate ongoing activities to provide information and support to build on family strengths such as workshops responding to parents' requests regarding school-related home learning activities and appropriate homework assistance.
6. Greet parents who come in for appointments, teacher meetings/conferences, and act as a liaison between parent and teacher/administrator.
7. Hold conferences with parents of students who are showing signs of attendance and tardy problems.
8. Attend court proceedings for students whose parents are referred to district attorney for lack of attendance.

9. Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the Department during peak periods or when there is an overload of duties.
10. Facilitates outreach to low income communities, community leaders and organizations for the
purpose of developing resources and building partnerships with community members.
11. Maintains and prepares a variety of written materials (e.g., newsletters, reports, logs, memos, handouts) for the purpose of documenting activities, providing written reference and/or conveying information.

Terms of Employment:

Twelve month year, work days set in consultation with the Superintendent and a salary to be approved by the Board

Evaluation:

Performance of this position will be in accordance with the provisions of the Board's Policy on evaluation Personnel.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Data Coach
Job Description

Position Description:

To assist schools in disaggregation of student achievement, attendance and discipline data generated from formative and summative assessments to impact instruction.

Job Qualifications:

- Teaching and/or administrative experience in middle/high school
- Exemplary teaching experience in assigned curricular area(s)

Duties and Responsibilities:

1. Train district wide and/or school personnel to lead Data Teams on the different types of data to make timely and appropriate decisions about curriculum, assessment and instruction.
2. Analyzes, interprets, and shares data with staff
3. Keep abreast of all new development in areas of data analysis and disseminate current information to all teachers and administrators.
4. Provide ongoing professional development for teachers and administrators in the areas of data collection and analysis.
5. Monitor the results of both state and local testing and assist schools with analysis of the results and assist with the design and implementation of focused intervention.
6. Uses data analysis and school planning procedures to insure compliance with civil rights laws.
7. Participate in activities which lead to continued professional growth.
8. Fulfill other duties as assigned by the Principal.
9. Assist with Data Team planning.

Terms of Employment:

Twelve month year, work days set in consultation with the Superintendent and a salary to be approved by the Board

Evaluation:

Performance of this position will be in accordance with the provisions of the Board's Policy on evaluation Personnel.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Intervention Teacher
Job Description

Position Description:

Organizes and implements the intervention program in assigned building. Responsible for identification of students, implementation of services, parent conferences, staff development, and tracking student progress.

Job Qualifications:

1. Educational Level: Bachelors Degree required; Masters Degree preferred
2. Certification/License Required: Valid Teaching Certification; Special Education Certification preferred
3. Proficient Skills: Written and Oral Communication, leadership, organization, interpersonal skills, collaboration, word processing, data-based management, and instructional technology integration

Duties and Responsibilities:

1. Works cooperatively with building principal and classroom teachers.
2. Attends all training and intervention in-services provided.
3. Assists school personnel with the identification of students for intervention programs.
4. Works cooperatively with classroom teachers to supply intervention to individual and small groups of children using adopted intervention programs for the traditional and ELL students in both English and Math
5. Communicates with school personnel and parents of children receiving intervention services.
6. Assists, where applicable, in the administration of assessments.
7. Maintains records on each child as a basis for instruction.
8. Keeps complete records on each child receiving intervention to be submitted to classroom teacher.
9. Monitors the progress of children who participate in intervention programs.
10. Completes data forms as specified.
11. Maintains regular attendance.
12. Works with teachers on academic and behavioral interventions.
13. Communicates with classroom teachers on the tier process
14. Facilitate meetings/ professional development on interventions.
15. Serves on the Teacher Support Team committee along with other school personnel.

Terms of Employment:
Twelve month year, work days set in consultation with the Superintendent and a salary to be approved by the Board.

Evaluation:
Performance of this position will be in accordance with the provisions of the Board's Policy on evaluation Personnel.