

# Job Description

<b>Position Title</b>	<b>Achievement and Integration Coordinator</b>		
<b>Building</b>	Varies	<b>Department</b>	District Student Support
<b>Hours</b>	Salaried	<b>Supervisor</b>	Building Principal or Appropriate Supervisor
<b>Band and Grade</b>	At-will	<b>Tools and Equipment</b>	Classroom technology devices, I.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

<b>Primary Function</b>	Under the direction of the principal, assist the school in strengthening instructional programs through a strategically planned, standards-based approach with a focus on narrowing achievement gaps. This position will provide leadership in the areas of curriculum, instruction, assessment and planning to improve student achievement.
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<b>Essential Duties</b>	
<b>1</b>	Exhibits a positive attitude and serves as a positive role model for students and the community. Presents a positive and professional demeanor including having presence in the building during the school day
<b>2</b>	Assist students with attendance and academic issues. Contact families about attendance issues.
<b>3</b>	Provides good public relations with students, staff, parents and community
<b>4</b>	Build relationships through meetings/conversations with students, teachers, administrators, counselors and parents.
<b>5</b>	Provide one to one mentoring for students/staff/parents.
<b>6</b>	Assist educators in creating and delivering modifications and accommodations to support academic performance and socio-emotional functioning.
<b>7</b>	Student support responsibilities: <ul style="list-style-type: none"> <li>• New student orientation team – coordinates with student council advisor</li> <li>• Tracks student mid-term and term grades</li> <li>• Works with students/parents on after school programming referrals</li> <li>• Conducts academic progress monitoring checks utilizing grades, incompletes, and missing assignments.</li> </ul>
<b>8</b>	Attendance at parent/teacher conferences, open house events, workshop days, and in-service training days.
<b>9</b>	Consult with and serves as a resource for teachers, staff, and parents regarding the development needs of students – conduct and facilitate conferences with teachers, students, and parents; maintain records to document interactions, interventions, and decisions

<b>10</b>	Refer students and their parents to counselors and administration as appropriate to develop academic plans for students and to monitor progress toward graduation
<b>11</b>	Report child abuse and neglect in accordance with NRS432B.22
<b>12</b>	Attends Individualized Education Plan (IEP) meetings when appropriate.
<b>13</b>	Designs academic and behavioral interventions using assessment data.
<b>14</b>	Consults with administration and school staff regarding systems of service delivery and Response to Intervention (RtI).
<b>15</b>	Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties.
<b>16</b>	Engages staff in intensive data analysis and results planning
<b>17</b>	Works collaboratively with other educators to integrate educational initiatives and resources including coordination of integration field trips
<b>19</b>	Work with department PLCs to explore data and standards while supporting ideas, needs and desires. Plan staff development opportunities in the area of cultural competency.
<b>20</b>	Responds positively to supervision, suggestions and/or directives. Assist with lunch room and before and after school student supervision. Uses evaluative feedback for improvement of performance.
<b>22</b>	Collect, analyze, and disaggregate data and work with administration and staff to use that data to develop interventions, re-teaching strategies, and instructional practices to raise advanced academic achievement scores and serving as an advocate for the student and the family
<b>23</b>	Track data and update Achievement and Integration plan and budget. Complete year-end report to MDE
<b>26</b>	Collaboration with neighboring partner district(s) in coordination of shared events and field trips
<b>30</b>	Works with the counselors and administration to make recommendations regarding student retention and alternative education referrals (ALC, Edmentrum, etc.)
<b>34</b>	Participates in conferences with parents, teachers, administrators, area professionals and students.
<b>36</b>	Follows all policies and regulations
<b>37</b>	Maintains regular attendance
<b>38</b>	Member of the ELEM/ JH/SH Leadership teams and the ELEM/ JH/SH PBIS team
<b>41</b>	Member of Solution Focus Team (SFT) and assist with coordinating the SFT
<b>43</b>	Serves as a liaison between SFT and interventions
<b>45</b>	Performs other duties as assigned

<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of five (5) years of teaching experience. Middle or secondary level preferred.</li> <li>• Bachelor's Degree</li> <li>• Basic technological/computer skills</li> </ul>
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of behavior modification methods</li> <li>• Knowledge of limits of confidentiality</li> <li>• Knowledge of computers and related software applications</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in public speaking</li> <li>• Skill in providing academic and behavioral advising.</li> <li>• Skill in assessing and evaluating student needs.</li> <li>• Skill in problem solving.</li> <li>• Skill in interpretation of assessment results</li> <li>• Skill in written communications</li> <li>• Skill in conflict resolution</li> <li>• Skill in working cooperatively and effectively with others</li> </ul>
<b>Physical Activities/ Requirements</b>	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.</p>