

School District No. 21 of Maricopa County, Arizona  
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

TITLE: Site Based Student Outcome Coach

POSITION GOAL: The Site Based Student Outcomes Coach is responsible for providing assistance for the following; (a) instructional coaching, (b) PLC and data collection, (c) development and implementation of effective classroom management, (d) growth of student academic performance.

QUALIFICATIONS:

1. Bachelor's degree, Master's degree is preferred
2. Minimum 3 years of teaching experience.
3. Preferred academic coaching experience.
4. Must have a strong background in working with diverse populations
5. Basic skills in computer applications, word processing, required.
6. Respect for confidentiality of records and communication.
7. Must possess a valid Arizona teaching certificate.

SUPERVISED BY: Director of Curriculum and School Principal

SUPERVISES: Every employee assigned to him/her.

PERFORMANCE RESPONSIBILITIES:

1. The Site Based Student Outcomes Coach assists in; academic coaching, running PLCs, conducting informal observations, reviewing biweekly data, assisting with professional development, every employee assigned to him/her.
2. Assists the appropriate administrator in developing and maintaining a program of appraisal and evaluation of employee performance within the requirement of State law and the Governing Board, making appropriate reports regarding the program.
3. Reports to the appropriate administrator any employee whose service is unsatisfactory and recommends action as appropriate and necessary.
4. Acts on behalf of or recommends to the appropriate administrator the suspension of any employee for just cause.
5. Makes recommendations to the appropriate administrator concerning the assignment and promotion of personnel in the school unit.
6. Assists appropriate personnel in the selection of new employees.
7. Conducts, through the appropriate administrators, informal research into operations and instructional practices, procedures, materials and techniques necessary to operate the programs of the District.
8. Assists in the implementation, evaluation, revision of the accepted curriculum and courses of study according to the specification and standards set by the school District.
9. Attend professional conferences and meetings in addition to meetings with district staff, parents and unit citizens and community organizations. Reports to the appropriate administrator impressions gained from these meetings and makes recommendations when appropriate.
10. Informs and advises the appropriate administrator about the programs, activities, practices and problems of the area delegated to him/her.
11. Continues the process of personal and professional growth as an educational leader through the reading of professional journals, attendance at professional conferences and conferring with other educational leaders at the local, state and national levels.
12. Provides programs of professional development for the employees of the District.

13. Assist the appropriate administrator in preparing recommendations regarding the annual budget for programs within the unit.
14. Perform other duties as assigned by the immediate supervisor or Superintendent.

TERMS OF EMPLOYMENT: 12 Month – Full Time- Benefits

SALARY: Administrative Salary Level 1. Systemic School Improvement Grant-Federal (Project Momentum), employment contingent on the availability of federal funds.

EVALUATION: Performance on this job will be evaluated annually in accordance with the provisions of Board Policy on the evaluation of Certified Personnel.

Board Approved: 04/15/2024

Created: April 2, 2024  
Board Approved: