

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Academy Coach and Resource Specialist

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists with ensuring that the district **Vision, Mission** and **Goals** are achieved. In collaboration with the principal and school leadership team, the Academy Coach will oversee the development and implementation of all aspects of SLC/Career Academy initiatives. Reports to the school principal.

ESSENTIAL FUNCTIONS

Serves as the liaison between the school, district, and community in providing project-based learning opportunities specific to each academy;

Coordinates and participates in professional learning community meetings for each academy; participates in leadership and other meetings as determined by the principal; works with school leadership to align and plan professional development, support instruction and promote collaboration between the different disciplines;

Works with the district in attaining MOU's with local business to support academy implementation within established protocols; works with guidance and administration to coordinate post-secondary participation through dual enrollment, articulated credit, and other means of acceleration opportunities for students;

Assists with coordination of Workkeys, EOC, and CTE completer-program testing as well as other testing activities that are designated by the principal; assimilates and then disseminates data and other pertinent information related to student performance, academic standards, school renewal planning, program evaluation, and overall school improvement efforts;

Develops and sustains small learning communities (SLC) and academies;

Facilitates completion of action plan, calendar of events, budget, and Program of Studies for academies;

Works with the district and outside agencies to create, promote, and maintain partnerships and resources for academies;

Trains and helps maintain value-added information for business and community involvement;

Acts as liaison between the school and district on reform initiatives and on communicating these with the media; monitors and updates scheduling of students for proper placement and purity in the academies;

Facilitates job shadowing, student internships, teacher externships, field trips, other engagements with learning outside of the classroom;

Educates and promotes the National Standards of Practice for Academies (NSOP), including maintenance of records that demonstrate mastery of NSOP for the purpose of achieving "Model Status" in a national site review;

Serves on the school leadership team to align district initiatives with the School Renewal Plan;

Attends regular professional learning communities (PLC) meetings with other Academy Coaches and Central Services to build a web of support and knowledge; and

Performs other duties as assigned.

JOB SPECIFICATIONS

Education and Experience:

Job requires a master's degree or higher with at least five years of experience in education. Experience as a teacher leader is preferred. Administrative certification is preferred. Other professional training is considered if accompanied by a record of success in supervising and evaluating education initiatives.

Knowledge:

Knowledge of policies, procedures, and standards governing academy implementation, PLCs, SLCs, and community partnerships is required. Knowledge of MTSS, CCSS, HSTW, and Career Academies is required. Knowledge of policies, procedures, and standards governing program evaluation, student testing, and data analysis is required.

Skills/Effort:

Academy Coach must possess knowledge of relevant terminology, methodology, standards, processes, and functions of program evaluation, office equipment operations, verbal and written communication skills, personality traits necessary to work collaboratively with parents, district staff members, community and business members, planning team members and other groups involved with district activities. Willingness to perform the duties of the position efficiently and effectively must be demonstrated.

Working Conditions:

Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Routine local travel required and occasional overnight travel required. Job requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County School District is a smoke free district.

Responsibility:

Budget responsibilities as assigned.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____Date:_____

_____Date:_____

_____Date:_____