

**THE BOARD OF EDUCATION OF THE
COUNTY OF MERCER
JOB DESCRIPTION**

214.3

POSITION TITLE: Title I Academic Coach

LOCATION: Mercer County Schools

DIVISION: Curriculum and Instruction

DEPARTMENT: Title I

RESPONSIBILITY OR PURPOSE:

The Academic Coach supports the development of students' academic skills across a range of subjects, helping both students and teachers achieve educational success.

The coach works closely with school administrators, teachers, and students to implement strategies that improve instructional quality and student learning outcomes.

ACCOUNTABLE TO: School Principal

REGULAR DUTIES:

1. Instructional Support:

- a. Conducts demonstration lessons using research based instructional strategies in core subject areas.
- b. Assists teachers in designing and delivering effective instruction that includes differentiated instruction, problem-based learning, higher order thinking, and maximized student engagement.
- c. Assists teachers with implementing core instructional curriculum and instructional programs including but not limited to adopted textbook series, approved supplemental programs and the approved formative assessment.
- d. Build strong relationships with school administrators, teachers, grade level teams, parents, and students to create a collaborative and supportive learning environment.

2. Professional Development:

- a. Conduct workshops, training sessions, and professional learning communities (PLCs) for teachers to enhance teaching practices and student engagement.
- b. Support teachers in analyzing student data to identify learning gaps and develop instructional strategies to address them.
- c. Guide teachers on integrating technology and evidence-based instructional practices into their classrooms.

3. Curriculum Support and Implementation:

- a. Collaborate with teachers to align classroom practices with curriculum standards and best practices.
- b. Assist in the development of instructional materials, lesson plans, and assessments.
- c. Help teachers implement formative assessments to track student progress and adjust instruction accordingly.

4. Data Analysis and Student Progress Monitoring:

- a. Analyze student performance data to assess academic progress and inform instructional practices.
- b. Use data to identify trends, patterns, and areas for improvement in student learning.
- c. Regularly meet with teachers and administrators to discuss student progress and suggest strategies for continuous improvement.

5. Program Development and Evaluation:

- a. Assist in the development of academic intervention programs or after-school enrichment initiatives.
- b. Evaluate the effectiveness of academic coaching and intervention programs and make recommendations for improvement.
- c. Stay up to date with current educational trends, research, and best practices to continually improve the academic coaching program.

6. Performs other duties as assigned by immediate Supervisor.

SPECIAL OR OCCASIONAL (COLLATERAL DUTIES):

Attendance at local, state or national conferences as appropriate.

Performs unspecified duties as assigned by principals during the school day.

Present at programs (i.e. Parent training, LSIC training, community).

TOOLS AND EQUIPMENT USED:

WORKING CONDITIONS:

MINIMUM QUALIFICATIONS:

- 1. West Virginia Professional Certificate - certification as required by the West Virginia Department of Education.
- 2. Bachelor's degree in Education, Special Education, or a related field (Master's preferred).

3. Master's Degree in Administration or related field
4. Minimum of ten (10) years successful teaching experience.
5. Experience working with K-12 students, especially in academic support or tutoring roles.
6. Knowledge of evidence-based instructional strategies and educational technologies.
7. Strong communication and interpersonal skills.
8. Ability to work collaboratively with diverse student populations, educators, and parents.

ADDITIONAL COMMENTS: