

## Academic Coach

<b><u>Reports to:</u></b>	<b>Supervising Teacher and Elementary School Principal</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>10 months/School Improvement Grant Funded</b>
<b><u>Salary:</u></b>	<b>Temporary</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

**Qualifications:**

- **Current North Carolina Teacher Licensure**
- **Three years of classroom teaching experience**
- **Bachelor's degree; Master's degree preferred**
- **Proficient computer skills**
- **Strong leadership and collaboration skills**
- **Strong literacy and math skills**

**Purpose:** The purpose of the school Academic Coach is to provide small group instruction for At-Risk learners.

**Essential Job Functions:**

- Possesses thorough knowledge of a specific academic subject in reading and math
- Has strong verbal and written communication skills to clearly explain challenging concepts, provide instruction and deliver feedback
- Possesses ability to motivate and encourage students to improve their academic performance using effective goal-setting strategies
- Possesses creativity and flexibility in order to personalize their learning approach for individual students
- Provides small group instruction to support skill development
- Provides consistent interventions for at-risk students
- Performs other duties and responsibilities as assigned by supervisor

## Academic Coach

### Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquires or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations