

Policy GFAGB: Job Description: ACT Instructional Coach

Status: DRAFT

Original Adopted Date: 03/16/2020 | **Last Reviewed Date:** 09/30/2021

Job Goals:

- Facilitate ACT preparation and skill enhancement to improve the overall ACT score of students.
- Demonstrate the ability to elevate overall ACT scores to the national average.
- Demonstrate the ability to increase the number of students who achieve a composite ACT score of 27 or above by their senior year in high school in accordance with the goals and timetable determined by the Superintendent of Education.

Essential Functions:

- Teach an ACT course at the assigned school.
- Utilize district ACT preparation curriculum in daily instruction.
- Use formative and summative ACT data to group students and focus remediation and enrichment efforts in daily instruction.
- Organize and facilitate ACT boot camps.
- Work together with other instructional coaches to design and implement summer ACT tutoring sessions.
- Provide a safe, orderly learning atmosphere.
- Provide learning experiences that are pedagogically sound and engaging for students.
- Develop written lesson plans containing specific performance objectives based on district ACT preparation curriculum.
- Supervise students inside and outside the classroom as required by school board policy.
- Participate in professional and staff development activities.
- Attend faculty meetings.
- Keep accurate records and provide students with feedback on completed assignments.
- Upgrade the teaching certificate as required by state certification standards and local district policy.
- Be punctual and conscientious in school attendance and participate in school-related functions as assigned by the Administration and Director of Curriculum and Instruction or the principal.
- Clear any absence, as far in advance as possible, with the principal or his/her designee.
- Assist in upholding and enforcing school rules and regulations, administrative procedures, and school board policies.
- Maintain good public relations with parents and students.
- Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Be aware of the rules, regulations, policies, and procedures governing special education programs within the school district.
- Participate cooperatively in the supervision and evaluation process for the purpose of improving instruction and student achievement.
- Maintain adherence to the MS Educator Code of Ethics and Standards of Conduct.
- Perform all other duties and responsibilities assigned by the Administration and Director of Curriculum and Instruction or the principal.
- Ability to lift and/or carry up to 25 pounds as needed.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

Reporting Structure:

This position reports to the Administration and Director of Curriculum and Instruction.

Qualification Requirements:

The requirements listed below are representative of the knowledge, skills and ability required to successfully

perform the essential functions of this position.

Education and/or Experience:

- Hold at least a valid Class "A" Certificate issued by the Mississippi Department of Education or at least a bachelor's degree
- Five years teaching experience or equivalent ACT instructional experience
- Achieve a composite score of 30 or above on the ACT.
- Such alternatives to the above qualifications as determined by the Superintendent of Education.

Special Qualifications:

Advanced computer skills are required to perform the essential functions of this position. Knowledge of instruction and coaching in all types of learning environments; ability to prepare clear and concise reports of activities for the school district is required. A valid Mississippi driver's license is required.

Language and Reasoning Skills:

The ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to sit and stand for moderate periods of time and the ability to see and hear.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate-controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.

Terms of Employment:

To be employed **twelve months** **217 days** per year. Salary and work year are to be established by Board policy GGBC.

Evaluation:

Performance in this position will be evaluated by the Director of Curriculum **and Instruction** in accordance with the provisions of the Board's policies on evaluations.

ESSER funded positions are temporary positions that will only be available through December 2024.
