

TITLE: Academic Coach

QUALIFICATIONS:

1. Florida teaching certificate.
2. Current employee of the school district.
3. Able to motivate and effectively work with students for preparation for extracurricular academic competitions.
4. Able to communicate effectively orally and through written correspondence.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director or designee

JOB GOAL: To prepare students for extracurricular competitions and to attend and/or participate in a minimum number of district academic competitions (as determined by the principal or designee).

ESSENTIAL FUNCTIONS:

1. Seeks information regarding student academic competitions.
2. Notifies other teachers about student academic competition opportunities
3. Encourages student participation.
4. Schedules regular practice sessions with students
5. Completes all paperwork related to school/student participation applications.
6. Informs parents of all scheduled activities in a timely manner.
7. Attends all competition activities in which the students are participating.
8. Attends ceremonies at which the students are recognized for their participation in the academic competitions.

OTHER RESPONSIBILITIES:

1. Prepares press releases for school and local newspapers.
2. Prepares school certificates of recognition, when appropriate.
3. Performs related work as required (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
4. Adheres to school district policies and procedures.

PHYSICAL REQUIREMENTS:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Dates for the work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

ASSESSMENT:

The principal or designee will assess the effectiveness of the academic coach annually with respect to the performance of the essential functions.

Adopted: 05-30-2002