



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Assessment/Accountability Coach	Location:	Student Achievement
Reports To:	Director of Student Achievement	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- Master's degree in education preferred.
- National Board Certification preferred.
- Five years successful experience as a classroom teacher
- Evidence of comprehensive knowledge of effective educational practices and ability to coach adults.

Skills needed

- Deep knowledge of PK-12 instruction and skillful application of research-based strategies to provide access to content for all students.
- Experience in assessing skills and knowledge, using a variety of formal and informal assessment tools, and using data for instructional decision-making.
- Interpersonal, problem solving, and organizational skills required to facilitate coaching and staff development effectively.
- Ability to design (individually and in collaboration with others) high-quality professional development for teachers/school staff.
- Experience in planning, implementing, and reflecting on school improvement initiatives in order to increase student achievement.
- Ability to support educators at all phases of their careers from novice to veteran through targeted interventions.
- Knowledge and skills in using data to drive decision-making and the improvement process.

General Function

- Work as part of the Educational Services team to enhance instructional practices and raise the level of student academic achievement throughout the district.
- Design and model effective practices for staff, teachers, and leaders
- Establish trust and rapport to maintain constructive interactions with all individuals/groups.
- Assist staff in the use of data to make instructional decisions.
- Work cooperatively with district office personnel, campus administration, school staff, and the technology team
- Provide professional development to support school and district goals.
- Monitor instructional effectiveness and student progress of implemented programs.
- Participate in continuous professional development to enhance the capacity to support student achievement.
- Serve in a mentoring/assistive role to teachers with evaluation responsibilities (not to include case load mentees)
- Lead teacher induction initiatives
- Prepare for and host teacher induction and professional development (requires after school and summer commitment)
- Model effective instructional techniques for teachers and leaders
- Support common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school and district vision.



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Specific Function

- Maintain data and records to provide reports to meet school and state and federal reporting requirements.
- Make data available, understandable, and accessible to stakeholders at all times.
- Support short and long-term decision-making regarding the district's assessment profile.
- Make classroom and site visits as appropriate and necessary to evaluate assessment and data use practices.
- Assist with the creation of district benchmark assessments and data analysis.
- Provide data and training to support interventionists and EL teachers.
- Provide assessment support for early literacy programs.
- Use data to support staff and leadership in meeting identified district and school improvement goals.
- Assist schools with analyzing summative school data and plan for improvement using strengths and weaknesses identified.
- Analyze school and grade level data trends.
- Build capacity in teachers and teams to locate data to help inform instruction.
- Assist teachers and administrators with using formative assessment data.
- Provide leadership in the development of district and school improvement plans through the CNA process.
- Work with district and school improvement teams to assist in accomplishing goals, objectives, and activities indicated on Integrated Action Plans and other improvement plans.
- Support the effective use of the information management system by all staff members.
- Support grant funded programs and provided oversight to grants management.

Responsibilities and Requirements

STAFF PERSONNEL

- **MEETINGS:** Attend staff meetings and district in-service programs
- **COMMITTEES:** Serve on committees as requested
- **TEAM MEMBER:** Be responsible for self-involvement as a contributing member and involved in group decision-making and the development of a positive, cooperative building environment.

STUDENT PERSONNEL

- **HEALTH & WELFARE:** Identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.

OPERATIONS

- **POLICIES & REGULATIONS:** Know and observe board policies and regulations.
- **BOOKS & SUPPLIES:** Account for school and district property, as required.
- **PHYSICAL PLANT:** Advise administration immediately of needed repairs, replacements, and/or unsafe building conditions.
- **EMERGENCY PROCEDURES:** Follow school regulations regarding emergency procedures.
- **ATTENDANCE:** Report to work at times assigned and remain on through time prescribed in district policy

FINANCE/BUSINESS MANAGEMENT

- **RECOMMENDATIONS:** Responsible for submitting and justifying recommendations to building principal or designee

SCHOOL/COMMUNITY RELATIONS

- **INTERPRETATION:** Interpret school policies and programs to students and parents

OTHER

- **HEALTH:** Responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** Responsible for performing other job-related duties as assigned.



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Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be misconstrued as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.