



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title: Academic Coach- Inclusive Practices and Collaboration (Grant Funded)

Reports To: Director of Student Services

Classification: Certified

FLSA Status: Exempt

Work Year: 11 months

Location: Student Services

Supervises: None

Status: Full-time

Benefit Eligible: Yes

Salary: see lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- Master's Degree in Education preferred: Special Education, Administration, Curriculum Instruction, Education
- Minimum five (5) years successful experience as a classroom teacher working with special populations.
- Evidence of comprehensive knowledge of current instructional strategies and methodologies and ability to coach adults.
- Ability to communicate effectively both orally and in writing.
- IVP fingerprint clearance card through AZ Department of Public Safety

Function

- Serves as a department specialist focusing on staff development and new teacher development relating to special education, inclusive practices, and collaboration.

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Supports the collaboration between all stakeholders involved in a student's success.
- Creates and implements systems and protocols for running effective meetings relating to special education and intervention.
- Responsible for planning, implementing, and monitoring district professional development, procedures and trainings so that staff may implement high leverage practices relating to special services.
- Performs site visits to ensure high leverage practices, systems, and protocols are being upheld; provides ongoing feedback as needed to improve performance.
- Develops a working calendar to ensure the successful completion of annual District Staff development objectives, including the early release calendar component.
- Facilitate formal and informal professional development on lesson design, adapted instruction, and delivery of scaffolded supports in both inclusive and specialized settings.
- Assist case managers and families by modeling collaborative meetings to support student learning and securing needed services for students.
- Facilitates routine community events to support families and their understanding of resources available, including community partners.
- Model effective instructional techniques for certified and support staff related to special education and intervention.
- Collaborate with the classroom teacher as a resource to bring resolution to challenges and research materials for specific topics.
- Assists in gathering data and preparing reports to meet district, state and federal guidelines relating to student services.
- Supports staff in maintaining accurate and meaningful student records including progress monitoring of IEP goals.
- Supports efforts to enhance instructional practices throughout the district in collaboration with student achievement team members.
- Participates in continuous professional development to enhance the capacity to support students and staff.
- Assists Student Intervention Teams, IEP Teams, and 504 Teams in developing meaningful and individualized plans and interventions for students.



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STAFF PERSONNEL

- **MEETINGS:** Attend department meetings and district in-service programs
- **COMMITTEES:** Serve on committees as requested
- **TEAM MEMBER:** Responsible for self-involvement as contributing member involving group decision making and the development of a positive, cooperative building environment.
- **ATTENDANCE:** Report to work at times assigned and remain on through time prescribed in district policy

OPERATIONS

- **HEALTH AND WELFARE:** Identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.
- **POLICIES & REGULATIONS:** Know and observe board policies and regulations.
- **BOOKS & SUPPLIES:** Account for school and district property, as required.
- **EMERGENCY PROCEDURES:** Follow school regulations regarding emergency procedures.

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.

Other Information

- **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.
- Position contingent upon continued grant funding

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 construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.