



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Academic Coach- Elementary Grades	Location:	School Sites
Reports To:	Principal	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	188 days / 10 months	Salary:	See lhUSD.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- IVP fingerprint clearance card through AZ Department of Public Safety
- Master's Degree in Education preferred: Elementary Education, Reading Education, Early Childhood Education, Curriculum Instruction
- Five years successful experience as a classroom teacher
- Evidence of comprehensive knowledge of current instructional strategies and methodologies

Function

- Make ongoing classroom visitations as appropriate and necessary to assist teachers with instructional strategies and interventions
- Work with building intervention specialist and classroom teachers
- Model effective instructional techniques for teachers
- Develop a schedule that is appropriate and equitable for all schools
- Establish rapport and maintain a constructive interaction with individuals/groups
- Demonstrate ability to use teacher/student time efficiently
- Assist teachers in planning, sequencing, and scaffolding of instruction
- Facilitate the integration of instructional skills, strategies, curriculum, and technology into the classroom
- Assist teachers in the evaluation of diagnostic results and future instruction based on those results
- Assist in formal and informal assessments and interpretation of results, working with teachers to design instruction as a result of progress monitoring
- Provide in-service, workshops, study sessions in common areas of need for instruction
- Provide content knowledge and resources to teachers which include: teaching strategies; assessment techniques; interpretation of assessments; effective classroom routines
- Maintain paperwork in a consistent and appropriate manner
- Keep abreast of current research-based instructional practices
- Participate in continuous professional development to enhance the capacity to assist teachers with instruction
- Prepare materials to be used with schools and teachers
- Attend and participate in all required meetings
- Maintain the confidentiality of schools, teachers and classrooms
- Exemplify collegial behavior: "Together WE Can"
- Present a professional and pleasant demeanor
- Hold high expectations for teachers and their students
- Serve in a mentoring/assistive role to teachers, with evaluation responsibilities (not to include those mentees)
- Work with students 50% of the time
- Observe certified staff using T4S Protocol

Responsibilities and Requirements

SKILLS NEEDED

- Knowledge of content and methodology of balanced instruction in key areas
- Experience in assessing student skills and knowledge, using a variety of formal and informal assessment tools
- Specific knowledge and experience with DIBELS, AzMerit, AIMS/DPA, and other appropriate assessments
- Experience in using assessment results to shape instruction
- Knowledge of successful techniques in classroom management and instructional planning for effective instruction
- In-depth knowledge of significant topics related to curriculum and instruction



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STAFF PERSONNEL

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on committees as requested
- **TEAM MEMBER:** be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment

STUDENT PERSONNEL

- **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

OPERATIONS

- **POLICIES & REGULATIONS:** know and observe board policies and regulations
- **TEACHER ABSENCE:** advise administration in accordance with district policy
- **BOOKS & SUPPLIES:** account for school and district property, as required
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy

OTHER

- **HEALTH:** responsible for performing those duties which protect the health and safety of students and employees

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

- Must be able to pass a fingerprint clearance and background check

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.