



Job Title: **Secondary Achievement Coach**

Department: **Instructional Supports**

Supervisor: **Director of Instructional Supports**

Lane Placement: **Licensed Salary Schedule**

Schedule: **8 hrs/194 days**      Evaluation Group: **JPAS**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Secondary Achievement Coach will be responsible for supporting secondary teachers in Canyons School District schools with implementation of evidence-based instructional priorities and content standards that are aligned with the Utah Core Curriculum. Assistance to schools will be determined by the Evidence-Based Learning Department based on school needs and goals.

## **ESSENTIAL FUNCTIONS**

- Provide expertise training and support to teachers in standards, evidence-based curriculum, and student achievement.
- Coach teachers in effective instructional practices and student engagement strategies including classroom management that will prepare ALL CSD students in becoming college and career ready.
- Support teachers in using relevant and reliable data to monitor progress and make instructional decisions.
- Support school-based problem solving in a Response to Intervention framework in order to evaluate core, supplemental, and intensive instruction.
- Assist Professional Learning Communities in using common formative assessments to plan instruction, interventions, and enrichment.
- Coordinate and train paraprofessionals who are supporting instruction and intervention.
- Assist teachers in compiling, synthesizing, interpreting, and displaying aggregate and disaggregate data sets.
- Participate in district coaching network and share with principals and teachers.
- Coordinate and collaborate with administration and other school and district support personnel (e.g. school psychologist, ed tech specialists, etc.)
- Specialty duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor's degree required; Master's degree preferred.
- Valid Utah teaching license.
- Flexible and willing to adapt to change.
- Demonstrated expertise in data-based decision making at multiple levels, including individual, small group, class, grade, and school-wide.
- Demonstrated expertise in effective teaching strategies.
- Successful experience coaching other professionals preferred.
- Exceptional verbal and written communication skills.
- Demonstrated skill in teaching and facilitating adult learners.
- Willingness to continually learn new information and skills related to student learning and achievement, including content areas that may be outside of current skill set.
- Ability to work collaboratively and individually on assigned tasks.
- Demonstrated proficiency in the use of technology and instructional media tools.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/10/2020