

P 10/11 037

**PRESTON COUNTY SCHOOLS  
731 PRESTON DRIVE KINGWOOD, WV 26537  
304-329-0850 FAX 304-329-0720  
NOTICE OF VACANCY  
2011-2012 SCHOOL YEAR**

**Posting Date:** June 14, 2011 **Closing Date:** June 21, 2011  
**Position:** Academic Coach  
**Location:** Terra Alta East Preston School/County Itinerant  
**Employment Term:** 2011-2012 school year/205 days  
**Budget Source:** Title I  
**Supervisor:** Principal and Title I Coordinator  
**Certification:** Elementary Ed K-6/Multi Subject K-8

**Application Process:** Submit a bid sheet, letter of interest, and a resume to the Personnel Office by 4:00 on the closing date by fax, or mail.

**JOB DESCRIPTION:** Provide the technical assistance necessary to support the School, Title I program and implementation of a quality instructional program.

**PERFORMANCE RESPONSIBILITIES:**

- Facilitate the implementation of the School Strategic Plan;
- Review teacher lesson plans to ensure scientifically research based strategies are regularly included;
- Conduct walkthroughs to determine utilization of instructional practices that increase student learning;
- Consistency in discipline across grade levels, that student time on task is maximized;
- Provide opportunities for staff members to observe and/or model for each other;
- Read professional books and journals and attends professional conferences to deepen knowledge base;
- Supports teachers in differentiating instruction for students at different grade levels and with different needs (e.g., ELL, gifted, and talented);
- Monitor student learning data for use in assessing progress toward achieving goals;
- Communicate regularly with the school principal and the Title I Coordinator;
  - Builds on teachers strengths to refine practice;
  - Establish, coordinate, and facilitate professional learning communities;
  - Serve as an instructional coach to assist teachers individually, and in collaborative teams, providing practical support on a full range of reading, writing, and communication strategies.
  - Make sound decisions about literacy needs as related to the prioritized curriculum and to choice of instructional strategies;
  - Provide the guidance and resources necessary to assist with the planning and implementation of sustained, research-based, job embedded professional learning activities based upon data analysis;
  - Provide the guidance and resources necessary to assist in the implementation of a Peer Coaching model to support job-embedded professional development /learning communities as funding permits.

- **Provide guidance and resources necessary to assist in planning for school improvement with an emphasis on literacy;**
- **Uses Content Focused Coaching tools and processes and Principles of Learning to support teachers in Planning and reflecting on instruction;**
- **Works to build relationships with teachers through modeling, supporting teachers with materials, assessments, positive behavior support and scheduling;**
- **Builds trusting and respectful relationships with teachers, evidenced by teacher' taking risks, reflecting on practices, initiating 21Century Learning skills, asking for support, and problem solving with the coach;**
- **Schedules and facilitates grade level meetings, sharing teacher concerns and student progress, structures student groupings for successfully supporting the RTI process.**

**MINIMUM QUALIFICATIONS:**

- 1. Master's Degree;**
- 2. Elementary Ed. Certification**
- 3. Elementary Ed. Experience**
- 4. Education Leadership Training/Course work;**
- 5. Evidence of previous leadership experience;**
- 6. Clearance of any criminal convictions as listed in House Bill 146.**
- 7. Knowledge of the Response to Intervention process.**
- 8. Applied knowledge of research-based instruction.**
- 9. Excellent written and oral communication skills.**
- 10. Experience in providing the services described in the job responsibilities;**
- 11. Prior specialized training in RTI and 21<sup>st</sup> CCL in Reading and Math as sponsored by WVDE.**
- 12. Successful Interview.**

**Please note: This position is subject to reduction in force at the end of the 2011-2012 school year.**

**Equal Employment Opportunity:**

**As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.**

