

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: ACHIEVEMENT TEACHER

Position Type: Exempt	Department: Professional
Salary Schedule: Certified	Reports to: Principal
Salary Range: \$48,500 - \$52,500	Location: HES
Term of Employment: 11 month	Date: June 2, 2015
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To assist in the development of master teachers through instructional coaching of research-based practices such as the Essential Elements of Instruction in order to move students to the next academic level. In addition, maintains oversight of all elements of the CAILL Framework.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides instructional coaching to staff using appropriate coaching techniques – tracks observations, and provide feedback; primary focus on non-continuing and struggling teachers;
- Coaches teachers on effective use of content and Essential Elements of Instruction;
- Plans, organizes, facilitates and/or provides ongoing and meaningful staff development with agendas and minutes as based upon the Essential Elements of Instruction, Arizona’s Common Core Standards, use of Beyond Textbooks, strategies for assessment, and fidelity with student learning as well as other areas which support district initiatives;
- Conducts classroom observations to ensure implementation of skills aligned to the Common Core Standards and on the BT pacing calendar as well as techniques, and/or knowledge gained from staff development utilizing scripted note taking and observation checklists;
- Assists in the development and maintenance of Professional Learning Communities.
- Conducts periodic checks of teacher lesson plans for inclusion of new skills, strategies and/or techniques, Essential Standards as identified in Beyond Textbooks and EEI;
- Provides guidance and corrective feedback in a positive manner to teachers as they learn new skills and begin implementing them in their classroom instruction;
- Coaches teachers in how to use assessment data results to inform instruction;
- Reviews progress of each grade level/content area as based on disaggregated data and provides assistance to individual teachers or grade levels in developing a plan for remediation and/or goals for improving the areas of weakness;
- Provides Galileo and DIBELS training to staff;
- Maintains databases for Galileo and DIBELS, as well as other student systems;
- Oversees records of student Title I program participation;
- Works in conjunction with the Director of CAILL in ensuring curriculum, assessment and instruction compliance with the CAILL Framework
- Collaborates efforts with other district personnel;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Participates as a member of the district leadership team (DLT);
- Participates as a lead member of the district/school assessment team;
- Attends all district identified training workshops, meetings, and/or conferences which support implementation;
- Must be accessible throughout the workday for teachers;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their activities;
- Completes other job related duties as assigned by the supervisor.

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OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK:

- Ability to plan, organize, facilitate and provide meaningful staff development;
- Ability to interpret assessment data to determine needs in instruction, core content area program, interventions and/or supplemental programs.
- Must be organized with the ability to multi-task;
- Must have ability to keep abreast of information pertinent to the job;
- Must demonstrate flexibility, common sense, and good judgment;
- Conscientiously fulfills responsibilities and follows directives;
- Develops positive working relationships with school staffs;
- Ability to work effectively under time constraints;
- Must be detail-oriented and self-motivated;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have an adequate knowledge of education related computer software;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Adheres to the district vision, mission, focus statement, and goals in collaboration with staff and superintendent;
- Must be able to comply with District's attendance standards as described in established guidelines.

SUPERVISORY RESPONSIBILITIES:

- Supervises students to ensure safe and orderly environment when applicable;
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

CERTIFICATE, LICENSES AND REGISTRATION REQUIRED:

- Current AZ elementary teacher certification;
- Reading Specialist Endorsement required;
- HQ in math preferred (Math Specialist or as an approved area);
- Early Childhood Endorsement preferred.

EDUCATION AND/ OR EXPERIENCE:

- Master's Degree desired;
- Knowledge of Scientific-Based Research practices;
- Minimum of 5 years teaching in grades K – 8, and demonstration of success in moving students to the next level;
- Experience with cognitive coaching and /or peer coaching preferred;
- Experience as a building leader and / or professional development facilitator desired;
- Extensive training in the areas of reading, writing, and math.

COMMUNICATION SKILLS:

- Maintains accessibility, listens for clarity and responses in a timely manner;
- Effectively communicates with immediate supervisor and other district staff;
- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and procedure manuals;
- Demonstrates the ability to write routine reports or correspondence, and procedure manuals;
- Demonstrates the ability to speak effectively before groups or employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, discounts, percents and to create and interpret bar graphs.

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REASONING ABILITY:

- Possess the skills necessary to efficiently resolve complaints and conflicts;
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Recognizes and recommends alternate approaches and potential solutions to problems;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects;
- Must be able to walk, and occasionally stoop, kneel or crouch;
- May lift and /or move up to 20 pounds.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by the Hassayampa Principal in accordance with Board Policy.

COMMENTS: This position requires access to **student management** and **assessment systems**.

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

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