



NEW
07/01/2017

JOB TITLE:	TALENT DEVELOPMENT ACADEMY COACH
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provide leadership, coordination, and support for Talent Development Academies through work with business/community partners, Office of College & Career Readiness, talent academies, and student/teacher support

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develop and maintain advisory boards for each academy and plan four (4) meetings per year; provide a yearly planning calendar during opening week of school for the entire year
Work directly with business/community partners, including collecting time/talent hours twice monthly, reporting to Guiding Team and OCCR twice monthly, and maintaining ongoing communication with all partners to ensure meaningful engagement (e.g. align co-op opportunities, coordinate equipment/supply needs)
Host an annual business partner appreciation event for all business partners at the end of each school year
Organize an academy planning retreat in the summer with each academy advisory board to review academy offerings, ensure alignment of pathways to workforce projections, and develop program modifications in conjunction with the Office of CCR
Visit business partners place of business in the summer
Assist academy teachers with the coordination of work based learning experiences, site evaluations, and support and student placements
Attend a district academy coach meeting one (1) day a month and all assigned trainings/meetings as designated by the Director of CCR to maintain the credentials to serve as academy coach
Serve as the liaison between the district and the school to ensure consistent communication to all academies
Attend trainings for various "quasi-administrative" roles to include master scheduling, strategic plans, SIP plans, etc. to be prepared to assist administrators with normal management functions
Attend all partnership councils/collaborative meetings that relate to designated school's career academies
Attend one (1) academy team meeting each month to monitor highly effective interdisciplinary teaming
Coordinate and ensure participation of experiential learning for all academies, including but not limited to career fairs, college visits, guest speakers, industry related field trips, job shadows, and internships
Promote and support the work of each academy to align with NCAC accreditation status, working towards model status
Work with academy team leaders on budgeting, equipment needs, year ending reports, student data, and calendar of events
Coordinate and monitor teacher externships, PBL training, interdisciplinary training, or other trainings as needed
Work with academy teams to implement academy showcases, school tours, and recruitment events
Oversee all aspects of Academy Ambassador program (i.e. student selection, district training, and ambassador events)
Serve on the school leadership team and work closely with guidance counselors and administrative team to ensure master scheduling aligns to pathway completers
Spend 95% of time working on TDA specific activities
Complete required reports: Academy Action Plans, Budget, Calendar of Events, Dual Credit, Industry Certifications, Academy enrollment, graduation rate, purity report, CCR Awards, CCR Data, student experience tracker, PBL tracker (understand TEDS data entry and oversee TEDS clerk)
Assist in the onboarding of new CTE/Academy teachers, team leads, and administrators to the academy model
Help administrative team ensure 9 th career exploration course and senior capstone projects are implemented according to district expectations
Complete or facilitate completion of reports/data including tracking students NAME & NEED Data Charts for CCR, Business & Industry Related Reports (minutes, agendas of advisory meetings, and time/talent report), Student Work Based Learning Experience Tracker, Career Pathway Information Form to OCCR, and Industry Certification School Report to OCCR
Complete additional duties as assigned by the building principal

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull lightweights.

MINIMUM QUALIFICATIONS
Master's Degree with valid Kentucky teaching certificate
Five (5) years successful teaching experience
Valid Driver's License and ability to travel to work locations
Demonstrated academic leadership experience

DESIRABLE QUALIFICATIONS
Experience in the human resources, workforce development, or education fields
Demonstrated history of leadership experience in school setting (Department Chair, team leader, SBDM, etc.)
Demonstrated history of working with external partners (business partners, advisory boards, industry associations, etc.)
Successful experience organizing and planning events such as awards programs, retreats, orientations, trainings, etc.
Effective and efficient attention to detail with experience working with student data, maintaining records, producing reports
Strong professional standards, communication skills, and understanding of meeting protocols in working with business partners