



NEW: Submitted:  
09/01/2021 08/31/2021

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

#### SCOPE OF RESPONSIBILITIES

Develops and maintains advisory boards for each academy and plans four (4) meetings per year; provides a yearly planning calendar during opening week of school for the entire year

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coach school teams as they implement the academy model utilizing the National Career Academy Coalition's National Standards of Practice.

Support the content PLCs for Explore teachers to provide curriculum guidance and alignment

Create a process to support students as they explore high schools and support the student's high school selection process

Works with academy team leaders on budgeting, equipment needs, year-end reports, student data, and calendar of events

Facilitate relationships and programs with feeder high schools.

Establish and maintain business and community relationships related to Explore academies

Organizes an academy teacher retreat in the summer for each academy specific teacher to review academy offerings, ensure alignment of pathways to feeder high schools, focus on interdisciplinary academies, and develop program modifications in conjunction with the Middle School Office and the Office of Transition Readiness

Visits business partners' place of business and feeder high schools in the summer

Coordinates and ensures participation of experiential learning for all academies, including but not limited to JA Inspire, high school visits, guest speakers, and industry related field trips

Attends a District academy coach meeting one (1) day a month and all assigned trainings/meetings as designated by the Middle School Assistant Superintendent and the Director of CCR to maintain the credentials to serve as academy coach

Serves as the liaison between the District and the school to ensure consistent communication to all Explore Academy teachers

Attends 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

Attends all partnership councils/collaborative meetings that relate to designated school's career academies

Works with academy teams to implement academy showcases, school tours, and recruitment events

Oversees all aspects of the Explore Academy Ambassador program (i.e. student selection, District training, and ambassador events)

Serves on the school leadership team and works closely with guidance counselors and administrative team to ensure master scheduling aligns to pathway completers

Spends 95% of time working on Explore Academy specific activities

Provides leadership, coordination, and support for the Explore Academies through work with business/community partners, the Middle School Office, the Office of Transition Readiness
Completes required reports
Assists in the onboarding of new Explore Academy teachers, team leads, and administrators to the Explore Academy model
Helps administrative team ensure sixth grade All About Me unit and 8th grade capstone projects are implemented according to District expectations
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. 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

Valid EPSB Certification

Five (5) years of successful school or relevant experience

Valid Driver's License and ability to travel to work locations

Demonstrated academic leadership experience

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Previous experience with CTE Academies

Experience in the human resources, workforce development, or education fields

Demonstrated history of working with external partners (business partners, advisory boards, industry associations, 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

Experience in a diverse workplace