

Menifee County Schools

Position Title: Academic and Support Coach

Reports To: Principal

Certification Required: Teaching Certification and administrative leadership/school counseling (preferred)

Position Summary:

The Academic and Support Coach serves as a key instructional leader and student support advocate, working collaboratively with teachers, staff, and administration to enhance student achievement and promote academic success for all learners. This role supports Tier I instruction, intervention efforts, and the school-wide implementation of all academic initiatives, while also contributing to data-driven decisions and whole-school planning.

Performance Responsibilities:

- Serve as an Instructional Coach with a focus on high-quality, standards-based instruction across all grade levels (PreK–7).
- Provide targeted support in all academic and behavioral areas, supporting both core instruction and intervention strategies.
- Monitor and support the implementation of Tier I instruction, ensuring alignment with district and state expectations.
- Develop and monitor Academic Plans for students not meeting proficiency, in collaboration with teachers and interventionists.
- Assist with the school's master scheduling to support academic goals and student services.
- Provide leadership in Infinite Campus (IC) data accuracy and utilization for student achievement tracking.
- Participate in and lead PLC and student data meetings, offering insights grounded in data and student needs.

- Provide support for academic and behavior interventions for targeted small-group or individual instruction based on student performance.
 - Analyze school-wide data to identify trends, gaps, and strategies for continuous improvement.
 - Serve as ARC Chair, facilitating meetings and ensuring compliance with IEP/504 timelines and documentation.
 - Act as a liaison between students, families, and staff to support academic and social-emotional growth.
 - Perform other duties as assigned by the supervisor or administration.
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Required Qualifications:

- Administrative/School Counseling Certification preferred (**Instructional leadership certification**)
 - Preferred 10 years or more of teaching experience with a focus on coaching.
 - Strong knowledge of instructional best practices and data-informed decision-making
 - Demonstrated experience in coaching teachers and facilitating professional learning
 - Effective organizational and communication skills
 - Familiarity with state accountability systems, Infinite Campus, and RTI/MTSS frameworks
 - Experience with literacy frameworks and interventions preferred
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Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Certified Personnel.