

# Middle / High Curriculum Coach

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**POSITION:** Curriculum Coach

**REPORTS TO:** Principal

**EMPLOYMENT TERM:** 210 days

**CERTIFICATION:** Valid WV Middle or High School Teacher Certification, English or Math Certification Preferred

**QUALIFICATIONS:**

- Valid middle or high school level teaching certificate required, English or Math certification preferred;
- Minimum of Master’s Degree in Education required, Administrative Certification desirable;
- Minimum of three (3) years of successful teaching experience, middle school level preferred;
- Experience and training in scientifically research-based strategies for reading and mathematics, Support for Personalized Learning and Framing Your Success strategies;
- Knowledge and training in shared leadership, the change process and school improvement;
- Excellent oral and written communication skills and
- Experience in providing services as described in the duties and responsibilities;

**DUTIES AND RESPONSIBILITIES:**

- Provide technical assistance in the areas of curriculum and instruction to Collins Middle;
- Serve as a leadership team member and participate in all state and county Priority School initiatives;
- Provide leadership in the design and implementation of improvement planning, data analysis, curriculum alignment, benchmark and formative assessments for learning, and organizational strategies;
- Coordinate and facilitate professional learning communities;
- Provide guidance for tracking longitudinal data for individual student achievement;
- Assist in the development, revision, implementation and monitoring of the Five-Year Strategic Plan;
- Assist teachers in monitoring student and teacher performance data and recommend resources;
- Demonstrate research-based instructional strategies and provide embedded professional development using an academic coaching model;
- Draw on the expertise of county, RESA and state resources to strengthen the improvement process;
- Assist the school administrator in designing a school budget to blend and effectively utilize available funding resources, such as Title I professional development funds, to implement the improvement process;
- Support new teachers in the building as they go through the Teacher Induction Program;
- Participate in professional development to remain current with change and improvement processes, research-based instructional strategies and curriculum development, as well as, state and federal educational policies;
- Meet and collaborate with other county specialists to support the improvement process;

- Provide opportunities for staff members to observe and/or model for each other;
- Communicate regularly with the school principal, Secondary Director, and the Title I director;
- Coordinate and maintains all Title I paperwork/documentation;
- Perform other tasks and responsibilities that may be assigned by the principal; and
- Focusing on mathematics, reading/English, culture and climate.

**SALARY:** Based upon Fayette County teacher pay scale, degree, and years of experience. (Continuance of this position is contingent upon federal funding.)