

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: CAREER COACH/DISTRICT ASSESSMENT COORDINATOR - SECONDARY

JOB SUMMARY: Responsible for collaborating with teachers to deliver the cultural competencies and knowledge to prepare Foley youth for a 21st Century Society.

REPORTS TO: High School Principal

LOCATION: FHS

MAJOR JOB DUTIES:

1. Resident expert who will work closely with teachers on assessments of the curriculum and interventions in grades K-12.
2. Frequently work with teachers in classrooms to assess student data and provide specific feedback to teachers. Assist in developing a professional development plan and providing follow-up to support teacher success.
3. Assist in implementation of all required assessments, organization and distribution of data and ensure the school utilizes data in instructional decisions.
4. Continually share on-going data and end of the year report with school staff.
5. Collaboratively works with intermediate and high school students to attain college and career readiness before graduating high school.
6. Work closely with principals, guidance counselors, and staff in developing and delivering a careers curriculum for intermediate and high school students.
7. Lead teachers from collaborating schools in exchanges to analyze student data and create plans geared towards improving student achievement of underserved students.
8. Work with career coaches and instructional coaches from all adjoining schools to build a cohesive atmosphere for the purpose of professional training in best practices for literacy improvement, interventions, and coaching strategies.
9. Assist the integration coordinator to compliment Foley classes with other culturally diverse classes in the consortium with the same curriculums and assist the Foley teachers in setting up the distance learning technologies to integrate the students via technology.
10. Create learning resources for teachers, staff and students to bring diversity to their learning through technology. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology. Ideally, teachers will be guided and encouraged to develop their own resources, while the Career Coach/Assessment Coordinator will support these efforts by providing additional support as needed.
11. Address areas of concern and communicate these to building principal.
12. Other duties as assigned.

QUALIFICATIONS INCLUDING EDUCATION/SKILLS/TRAINING REQUIRED:

- Holds a current MN teaching license including a Secondary Scope.
- Experience with middle and high school students preferred. Preference would be given to teachers who have had a leadership role and experience working in a district with high need students.
- Be skilled with data collection and analysis
- Possess the ability to communicate effectively, utilize technology and have excellent presentation and group facilitation skills.
- High level of writing, speaking, listening and conflict resolution skills.

BARGAINING UNIT: FUE

Approved by Foley School Board on 6/16/14