



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COACH ACADEMIES OF LOUISVILLE
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	220 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4752
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides leadership, coordination, and support for the Academies of Louisville through work with business/community partners, Office of Transition Readiness, talent academies, and student/teacher support.
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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
Works directly with business/community partners, including collecting time/talent hours monthly, reporting to Guiding Team and OCCR twice monthly, and maintaining ongoing communication with all partners to ensure meaningful engagement (e.g. aligns co-op opportunities, coordinates equipment/supply needs)
Hosts an annual business partner appreciation event for all business partners at the end of each school year
Organizes an academy planning retreat in the summer with each academy advisory board to review academy offerings, ensures alignment of pathways to workforce projections, and develops program modifications in conjunction with the Office of Transition Readiness
Visits business partners' place of business in the summer
Assists academy teachers with the coordination of work based learning experiences, site evaluations, and support and student placements
Attends 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
Serves as the liaison between the District and the school to ensure consistent communication to all academies
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
Attends one (1) academy team meeting each month to monitor highly effective interdisciplinary teaming
Coordinates and ensures 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
Promotes and supports the work of each academy to align with NCAC accreditation status, working towards model status
Works with academy team leaders on budgeting, equipment needs, year-end reports, student data, and calendar of events
Coordinates and monitors teacher externships, PBL training, interdisciplinary training, or other trainings as needed
Works with academy teams to implement academy showcases, school tours, and recruitment events
Oversees all aspects of 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 Academies of Louisville specific activities

Completes 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 (understands TEDS data entry and coordinates the work of the TEDS clerk)
Assists in the onboarding of new CTE/Academy teachers, team leads, and administrators to the academy model
Helps administrative team ensure ninth grade career exploration course and senior capstone projects are implemented according to District expectations
Completes or facilitates 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
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

Master's Degree with valid Kentucky teaching certificate

Three (3) years successful teaching experience

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

Demonstrated academic leadership experience

Effective communication skills

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

Experience in a diverse workplace