



REVISED: Submitted:
07/01/2025 03/18/2025

JOB TITLE:	COACH ACADEMIES OF LOUISVILLE
DIVISION	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 a school in implementation of the Academies of Louisville Career Academy Model.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and implements an annual cycle of planning with business/community partners that ensures consistent, regular communication and engagement of every partner
Maintains an accurate list of partners, contact information, and other relevant data in the designated partnership data system
Facilitates planning of quality experiential learning opportunities through collaboration with teachers and business/community partners. Experiential Learning opportunities include but not limited to guest speakers, mock interviews, panel discussions, industry tours, job shadows, career expos/job fairs, capstone experiences, or co-ops
Develops and maintains advisory boards for each academy and plans four (4) meetings per year; ensures that advisory board agendas meet requirements for Perkins funding and Model Academy Status
Attends and assists in hosting an annual business partner appreciation event at the end of each school year
Attends all District academy coach meetings and all assigned trainings/meetings as designated by the Director of CCR or High School Zone to maintain the credentials to serve as academy coach
Ensures entry of student participation in experiential learning opportunities into designated data systems and completion of post-experience surveys
Serves as the liaison between the District and the school to ensure consistent communication to all academies and staff role groups
Attends trainings for various "quasi-administrative" roles to include master scheduling, strategic plans, SIP plans, CTE Administration, etc. to be prepared to assist administrators with normal management functions
Attends one (1) academy team meeting each month to monitor highly effective teaming
Promotes and supports the work of each academy to align with National Career Academy Coalitions (NCAC); National Standards of Practice, 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, Project-Based Learning (PBL) training, interdisciplinary training, highly effective teaming, 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 Student Ambassador Leadership Team, District training, uniform item maintenance/inventory, 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 and academy purity standards
Spends 95% of time working on Academies of Louisville specific activities

Completes required reports: Academy Action Plans, Budget, Calendar of Events, Industry Certifications, Academy enrollment, graduation rate, purity report, Postsecondary readiness Awards, Postsecondary Readiness Data, student experience tracker, PBL tracker (understands TEDS data entry and coordinates the work of the TEDS clerk)
Assists in the onboarding of new staff to the academy model
Assists in the implementation of the Freshman Academy Experience and Upper Academy Experience Guides in the building
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 the High School office, and Industry Certification School Report to the High School office
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in a school-based and office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities occasionally (up to 50% of the workweek): balancing, crawling, feeling, grasping, lifting up to 25 pounds, pulling up to 25 pounds, and pushing up to 25 pounds. The following physical activities are required frequently (up to 75% of the workweek): bending, crouching, kneeling, reaching, repetitive motions, and standing. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek). Driving is not required for this position.

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

