

## **Academic Coach**

The Academic Coach, under the supervision of the Academic Dean uses transformational coaching to enable educators to become highly engaged and reflective practitioners who purposefully aspire to improve learning for all students. Coaches remove barriers for implementing best practices by building trusting relationships with educators to facilitate professional learning and growth. By investing in our teachers collaboratively, we create opportunities to develop teaching practices that are meaningful and efficient.

### **Education and Certification Requirements:**

- Two years of successful teaching experience.
- Teacher Certification

### **If teacher preparation and degree are from an English-speaking country:**

- Bachelor's degree with state/province/national teaching certificate (or meeting SACs alternate certification guidelines).
- Computer literacy and the ability to integrate technology in daily instruction.

### **If teacher preparation and degree are from Mexico:**

- Licenciatura from a SEP/UNAM-approved institution with certification (cédula profesional, CENEVAL for pre-school)
- Computer literacy and the ability to integrate technology in daily instruction

### **Qualifications and previous experience required:**

- Three years previous teaching experience

### **Additional skills desirable for position**

- Bilingual, English-Spanish
- IB experience
- Experience in a US-style curriculum
- Self-motivated with excellent management and organizational skills
- Capable of designing instruction with opportunities to develop 21st century skills, including but not limited to: critical thinking, problem solving, collaboration, creativity, and digital literacy
- Reflective practitioner who can diagnose and articulate what they see in a planner or classroom
- Effective communicator and active listener



- High emotional intelligence
- Has the ability to assess needs and initiate action independently.

### **Duties and responsibilities:**

- Commits to ASF mission of academic excellence.
- Provides coaching and modeling for teachers in organizing instruction, student assessment, lesson design, differentiation, effective instructional delivery, and learning strategies.
- Maintains open lines of communication and collaboration with Head and Academic Dean.
- Participates in all scheduled Grade Level Meetings with respective grade levels.
- Maintain professional competence through participation in in-service education activities as provided by school and other consultants.
- Participates in training on the approved coaching model with other coaches under the auspices of the Academic Dean.
- Prepares and carries out professional learning workshops for faculty and parents as needed.
- Facilitates instructional strategies for classroom use through demonstration lessons, one-on-one observation and coaching, and facilitating group observations.
- Collaborates with classroom teachers regarding collection and interpretation of student data.
- Implements the Academic-approved coaching model to assist faculty.
- Participates as a positive and professional member of the ASF community.
- Builds school community.
- Activities mentioned in this job description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

### **Supervises:**

- No one.

### **Reports to and is evaluated by:**

Reports and is evaluated by: Academic Dean of the Division. Shall be evaluated annually according to procedures established by school policy.

### **Application Procedure:**

Interested and qualified candidates must submit: 1) resume, 2) cover letter that includes educational philosophy, as well as clearly highlighting the degree to which the preferred qualifications are met, (3) an ASF employment application (<http://solutions.asf.edu.mx/application/>) and 4) copy of your teaching credential/s, transcripts. Please attach files electronically while completing your application and select Head of Lower School position.

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