

MARION COUNTY JOB DESCRIPTION

Position Title: Elementary School Academic Team Coach

Department: Extracurricular Activities

Reports To: Principal

Approved By: Marion County Board of Education

Date: June 2019

SUMMARY: To motivate students, advance individual capabilities, and create leadership opportunities through the school academic team.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Schedule an organizational meeting within the first month of school.
- Schedule practice times which accommodates most of the team members. Review the schedules of other extra-curricular activities in the school and attempt to avoid conflicts.
- The coach is responsible for seeing that dues to KAAC are paid each year. The coach must register the team with KAAC each year. Registration is completed online. (KAAC is the governing body for academic competitions in Kentucky.)
- Attend a KAAC sponsored Quick Recall Training to be certified to coach Quick Recall.
- Attend a KAAC sponsored Future Problem Solving training to obtain certification in coaching and evaluating Future Problem Solving booklets.
- Register students online for the District KAAC competition. Students will be assigned to Future Problem Solving, Quick Recall, Composition, and Written Assessment using ASAP, KAAC's online registration and scoring system.
- Advance any qualifying students to the regional competition, and continue practicing with those students.
- Maintain proper supervision of team members at all practices and competitions.
- Act as liaison between elementary and middle school.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Teaching certificate.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate a computer and related software. Ability to communicate cleanly and concisely, both orally and in writing and the ability to interact positively with school staff and community. Ability to handle a multitude of responsibilities with minimal supervision. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to read and understand the district and school acceptable use policy and stay within their confines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee occasionally will stand or walk. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 25 pounds such as boxes of paper.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.