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Pay \$3,000

SPECIAL NOTE: YEARLY POSITION (SUPPLEMENTAL PAY)

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION
2021-2022**

**JOB TITLE: ACADEMIC ASSESSMENT COACH
OFFICE OF INSTRUCTION**

GENERAL STATEMENT OF JOB

Purpose: This position aims to assist students in developing test-taking skills and strategies to increase performance on high-stakes testing associated with college admissions.

Under the direction of the Office of Instruction, expert coaches guide students through sections of high-stakes college admissions assessments and provide guidance and personal attention in and out of the classroom. For students seeking assistance with the Reading, Writing and Language, or Math sections of the assessments, the prep sessions facilitated by the coaches will help students maximize their scores. Students will learn practical study skills, test-taking strategies, and time management skills to help increase efficiency and limit test anxiety.

INDICATORS

- Increase the percentage of students receiving perfect scores on any section of the SAT, PSAT, or ACT.
- Increase the number of students qualifying for the National Merit Scholarship Program.
- Increase the number of Palmetto Fellows recipients.
- Assist students striving to meet assessment requirements for college admissions.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The Assessment Coach will:

- Communicate schedule of PSAT, SAT, and ACT coaching sessions with district personnel, school counselors, assistant principal for instruction, students, and parents.
- Provide a minimum of 90 minutes of in-person/synchronous instructional coaching per week in preparation for PSAT, SAT, and/or ACT (alternating English and Math sessions weekly).
 - Asynchronous instruction should occur on alternate (off) weeks.
- Remind students and families frequently and/or regularly about PSAT, SAT, and ACT testing dates (as applicable), registration deadlines, school-based coaching schedule, and other information pertaining to the support of academic/assessment achievement.

- Use available programs such as, but not limited to, Khan Academy and Apex Tutorials to administer benchmark assessments and monitor growth progress.
- Use program and performance data to inform individualized instructional support.
- Work with teachers, school counselors, and school administrators to identify specific students to offer coaching support, i.e., those who are “on the bubble” for earning National Merit, Palmetto Fellows, etc.
- Emphasize support with assessment components such as test-taking and timing strategies, question formats, the process of elimination, etc.
- Use real test questions to demonstrate how skills are tested.
- Ensure students receive an in-depth review of exam materials, insight into strategies for succeeding on standardized tests, and a suggested study plan to include a review of individualized assessment scores and goal setting.
- Use available data to select award recipients, calibrate with district personnel, and communicate with students and parents recognition of achievement.
- Plan, organize, and communicate school-level recognition or events for your home school.

ADDITIONAL JOB FUNCTIONS

- Attend District initiated PD and update meetings monthly.
- Announce all coaching sessions school-wide in advance of each testing window.
- Provide coaching information and schedule updates to students and parents across the school year.
- Be prepared to begin coaching sessions within the first month of school through the end of May.
- Encourage students to continue to practice skills independently during the week.
- Give attention to maintaining and increasing student participation and interaction with coaches.
- Provide pertinent information, such as coaching schedule, Google classroom links, invitation to join Google classroom, etc., at registration via scancode or similar means.

MINIMUM TRAINING AND EXPERIENCE QUALIFICATIONS

Applicant:

- must be a current employee of School District Five in good standing.
- have three years minimum experience in a teaching environment coupled with strong technical skills and experience in classroom technology integration.
- must have a Bachelor's degree.
- needs educational technology experience, or an equivalent combination of education, training, and experience in high school level math or English that provides the required knowledge, skills, and abilities to coach high-stakes assessments.
- must possess a valid South Carolina teaching license and be secondary certified.
- must possess a valid state driver's license.