

**Board Submission Form
Bloomfield School District**

Meeting Date: 4/20/22

Item Title: Creation of Academic Cohort Coach (ACC) position at BHS.

Action Requested By: C. Burkholder Presented By: C. Burkholder

Action Requested: See Item Title

Item Summary: to provide extra support to at risk students to help them graduate w/ their 4 year cohort

Brief History (if applicable): _____

Answer the following:

Request: creation of ACC position at BHS

Benefit or Impact to the District: improve graduation rate

Reason for Request: Need more support for bottom 20% of students

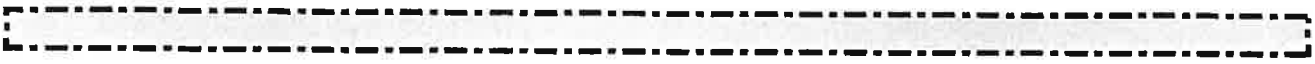
Cost: \$70,000 - Lvl III What Budget: _____

Mandate: _____ Yes No

Budget OR Grant: Budget: Grant: _____

Summary By/Title: _____

Attachments: ACC job description



Route for Staff Review:	Reviewed By:	Comments:
_____ Not Applicable	_____	_____
_____ Finance	_____	_____
_____ Purchasing	_____	_____
_____ Human Resources	_____	_____
_____	_____	_____
_____	_____	_____

Bloomfield Schools
Job Description

Position: Academic Content Coach

Supervisor: Principal

Exempt

General Job Description:

The Academic Content Coach shall provide students the academic support necessary to graduate from high school college-ready and college-eligible.

Work Schedule:

Contract Days: 185

Salary: Dependent on education and experience.

Qualifications:

1. At least five years' experience as a classroom teacher and supervisory education/experience. Level III license preferred.
2. Master's degree
3. Valid New Mexico teaching license.
4. Meet highly qualified requirements for assignment.
5. Demonstrated knowledge and application of effective educational principals, practices and trends.
6. Ability to effectively communicate in written and oral form.
7. Familiar with state/federal regulations.
8. High level of leadership skills.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 lbs.), reaching, squatting, kneeling.

Performance Responsibilities:

1. Oversee the success of a cohort of students via advising, programming support, outreach, and data analysis.
2. Participate in weekly professional development and meetings to discuss student needs and target students.
3. Collect, analyze, and use data to suggest and create program improvements.
4. Complete administrative tasks including but not limited to monitoring technology, contacting parents and teachers, etc.
5. Meet regularly with other colleagues such as counselors, academic advisor and school administration.
6. Provide information on student progress.
7. Other duties as assigned by Principal.