



Position Title: Academic Coach

Organization: Montana Digital Academy (MTDA)

Reports to: MTDA Instructional Program Coordinator

JOB SUMMARY: MTDA Academic Coach's role in the MTDA Connect Credit Recovery program

MTDA Connect Academic Coaches will provide day-to-day communication with students as well as track and grade their progress in specified curricular areas who are taking part in MTDA Connect curriculum (a model content recovery program geared toward high school students in the State of Montana). Under the guidance of the MTDA Instructional Program Manager, Coaches will collaborate with each other and MTDA staff in creating and growing the MTDA Connect program. Coaches will be recognized leaders in teaching the subject matter they coach in and be recognized as leaders in teaching online. Pay will be commensurate to MTDA faculty who teach one section of an MTDA course.

ROLES & RESPONSIBILITIES:

- Be able to work efficiently, navigate and monitor the MTDA Connect program, Genius SIS and Plato Learning Environment programs.
- Regularly log into MTDA Connect Portal to track student progress. At this time, MTDA Connect uses the PLATO Learning Environment (PLE). Students will be limited to 100 actively participating students per coach.
- Check PLE messaging system and e-mail daily to remain in contact with students and local facilitators or pick up offline assignments to be graded. Return feedback or graded material within 48 hours or within a day after a weekend assignment is received.
- Lock and unlock tests in PLE, submit final grade reports and percentages for MTDA transcripts.
- Track students for inactivity in the system and actively attempt to retain students through established communication methods.
- Proactively guide students toward successful completion of modules and curriculum in MTDA Connect Credit Recovery Program.
- Anticipate student needs wherever possible, encourage communication and respond in timely fashion to student needs or facilitator requests.
- Provide flexible/"as needed" instruction to individual students or groups of students during the semester.
- Communicate regularly with other MTDA Connect Coaches, MTDA Staff (Instructional Program Manager, Administrative Assistant, Curriculum Director, etc.) as needed to address student or program needs.
- Participate in scheduled (usually monthly) online meetings for Academic Coaches.

QUALIFICATIONS & EXPERIENCE:

Education: Bachelor's Degree (minimum requirement)

- **License or Certification:** Valid Montana Teaching License
- **Currently employed** in a Montana Public School District

Experience:

- Comprehensive content knowledge in specific subject area
- Three or more years of successful teaching experience
- Experience with educational technology
- Online teaching experience (preferred)
- Experience working with credit recovery or alternative education students (preferred)

REQUIRED SKILLS:

- Proficiency in Microsoft Office software
- Proficiency using a Learning Management System (preferred)
- Proficiency in communicating online and through variety of forms of digital tools
- Strong oral and written communication skills
- Ability to independently complete thorough and accurate work

EXPECTATIONS:

- Successful completion of the MTDA Online Academic Coach Training Program.
- Proactively seek out, share and implement best practices to enhance the MTDA Connect Credit Recovery Program.
- Regularly access Connect program shared online files maintaining student and site facilitator information.
- Technical proficiency and high comfort level with accessing online forms, working with e-mail attachments and returning work digitally to students.
- Regular communication with students and local site facilitators.