

BOARD BRIEF

Date: May 10, 2019

For ACTION _____

For INFORMATION X

Board Agenda: Yes _____

No X

FROM: Terri H. Mozingo, Ed.D., Chief Academic Officer
Betty E. Hobbs, Ed.D., Acting Chief Human Resources Officer

THROUGH: Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

TO: The Honorable Cindy Anderson, Chair, and
Members of the Alexandria City School Board

TOPIC: Job Descriptions – Academic Interventionist and Instructional Coach

BACKGROUND

Dr. Terri H. Mozingo, Pree Ann Johnson, and Pierrette Peters led the Instructional Coach and Academic Interventionist Development Work Group with a goal of revising the school improvement job descriptions. Members of the staff were invited to serve on the work group to help develop a proposed framework and job descriptions for two areas: coaching and interventionist. The experience, expertise, and ideas of the work group were invaluable as two job descriptions were created to achieve a level of consistency for supporting teachers and students. Positions were not lost and remained school based. The goal of this work was to better define current roles so that a consistent level of outcomes is achieved division-wide.

The work group included the chief academic officer and staff in the areas of teacher specialist, data coach, reading specialist, principal, assistant principal, Title I school improvement coach, and an English Learner instructional specialist. Special thanks to the work group for the excellent outcomes essential for enhancing student achievement and principals for supporting implementation of these roles and responsibilities.

SUMMARY

The job descriptions were forwarded to principals on May 6, 2019. The next steps include:

- During the week of May 6, Jim Loomis, Director of Employment Services, emailed principals a roster of licensed staff with the request that principals confirm which teachers will fill the role of Instructional Coach and/or Academic Interventionist in 2019-2020. Some teachers may serve as a .50 Instructional Coach and a .50 Academic Interventionist during the 2019-2020 school year.
- Principals were asked to review the information and contact Mr. Loomis this week to confirm accuracy or if there were changes.
- Once the review was completed, principals were asked to share the job descriptions and title changes with affected teachers and let those teachers know that the Instructional Coach and/or Academic Interventionist position titles will be listed on their contracts. Principals were asked to make sure that the affected teachers know that this is only a title change which will require that they work under the identified job

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description. It does not bring a change in salary and grade beyond the normal step increase and market rate adjustment if approved by the School Board.

- Principals were asked to share the Instructional Coach and Academic Interventionist title changes and job descriptions with their entire staff.

RECOMMENDATION

The Superintendent recommends School Board review the information provided within this brief.

ATTACHMENTS

- 190510_Job Description – Academic Interventionist
- 190510_Job Description – Instructional Coach

CONTACT

Dr. Betty E. Hobbs, Acting Chief Human Resources Officer at (703) 619-8167