



Job Title:	Curriculum Coach	Grade:	BA
Department:	Engineering & Information Technology	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position will provide instruction and individual coaching to students enrolled in specific divisions of the college.

Characteristics Duties and Responsibilities:

1. Develops, executes and monitors retention strategies for students in assigned division.
2. Provides individual and group coaching sessions to keep students on track towards completion.
3. Curriculum Instruction (Teaches one class per semester; plans and organizes instruction in ways that maximize student learning).
4. Develops and maintains a tracking system to evaluate student interventions and progress.
5. Assists students in completing an individualized educational plan.
6. Monitors job outlook for students in related program.
7. Collaborates with Counseling and Advisement to stay current on college and program requirements.
8. Contributes to the selection and development of instructional materials in accordance with course objectives.
9. Learn and use technology to enhance teaching and the educational experience when appropriate.
10. Serves as permanent liaison to Advising Management Team (AMT).
11. Other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to the Associate Dean
Direction Given:	No authority or responsibility for the supervision of other employees



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Information Technology, Computer Science, Engineering Technology, Engineering or a closely related field

Preferred Requirements:

- Master's Degree from a regionally accredited institution in Information Technology, Computer Science, Engineering Technology or Engineering
- At least 5 years of community college experience

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of Microsoft Office Products

Blackboard and Moodle experience

Ability to assess and analyze students and provide solutions

Ability to communicate effectively, both orally and written

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical Office Environment