



STANDARD OPERATING PROCEDURE 5.2

PROCEDURE TITLE: Academic Coach Credential Review Process

Department: School Improvement

Proposed by: Educational Programs Assistant

Effective Date: 12/10/2015

PURPOSE

The ACADEMIC COACH CREDENTIAL REVIEW PROCESS ensures there is a process for timely reviewing credentials provided by school administrators for potential academic coaches. The process also ensures timely communication of the evaluation of the credentials.

SCOPE

The ACADEMIC COACH CREDENTIAL REVIEW PROCESS is intended for the School Improvement Department to provide feedback and recommendations regarding the hiring of an effective academic coach with a minimum level of credentials.

PROCEDURE

The procedure includes the following steps:

1. After the release of the Local Report Card data by ODE, the School Improvement Department will review the data within thirty (30) days and determine what schools should make every reasonable effort to hire an academic coach as specified in charter Attachment 6.4b.
2. The School Improvement Department sends a letter to communicate to the schools that every reasonable effort should be made to hire an academic coach. The communication will include the Academic Coach Credentials document and Academic Coach Responsibilities document as an attachment.
3. Schools are expected to select an academic coach that fulfills the criteria listed on the Academic Coach Credentials document. CSS will review applicants at the request of the school.



4. If a school requests an applicant review, school will be requested to submit all resumes to the School Improvement Program Assistant.
5. The School Improvement Department will collect resumes from sponsored schools and distribute them for review within two (2) business days of receiving them.
6. The School Improvement Department will review the credentials provided to verify that they generally align with the criteria that has been established in the Academic Coach Credential document previously distributed to the schools.
7. Once the team has reviewed the credentials and a majority of the team has established a consensus, School Improvement Department will provide a written recommendation to the governing authority president, school leader and the person submitting the resume for consideration within five (5) business days.
8. Schools are responsible for hiring their own academic coaches based on CSS recommendations.
9. The final letter will be saved to the Shared Drive.

DOCUMENTATION / VERIFICATION

Location of documentation:

S:/School Improvement Team (SIT)

Supporting documentation included with this process:

1. Academic Coach Credentials document
2. Academic Coach Responsibilities document
3. Sample written response letter

DOCUMENT HISTORY

Orig. Date December 2014

Rev. Date October 2015

Rev. Date March 2017

Rev. Date November 2018

Rev. Date July 2022

Rev. Date June 2023



REVIEW AND APPROVAL

Reviewer of the ACADEMIC COACH CREDENTIAL REVIEW PROCESS is as follows:

Reviewed By: Management Team

Date: 06/30/2023

Approved By: President: David L. Cash, Jr.

Date: 06/30/2023

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The ACADEMIC COACH CREDENTIAL REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.