

## High School Personalized Education Coach

This position will start out part-time. The High School Personalized Education Coach (PEC) reports directly to the Director of Education. The PEC is accountable for the overall direction and instruction of online course(s). Responsibilities include the oversight of student's overall progress and completion in a particular course. Additional responsibilities include planning, developing and organizing personalized lessons (eclass and offline) for students based on each student's needs and educational profile (ie. learning style, ability). The focus of these assignments will be on mastery of the subject matter and will support the attainment of state standards and benchmarks. Personalized Education Group, Inc. strives to meet state and national standards for excellence in learning.

### DUTIES AND RESPONSIBILITIES:

- Serves as a faculty member for some online course(s); this includes preparing lesson plans and instructing students.
- Is available to and responds to student issues and concerns via email, telephone and/or TEAMS each day.
- Creates personalized course completion pacing guide for students upon enrollment of course. Coursework assigned must be in support of student learning plan previously developed and based on Personalized Education Learning model.
- Monitors Student Progress of learning through regularly scheduled meetings/contact with student (minimum one time per week).
- Uses company approved platforms for student contact (i.e. Ring Central, Genius, personalizededucation.org email, Adobe Connect, Skype)
- Evaluates and monitors students' performance through the grading of assignments and assessments, and the timely posting (within 24 hours) of grades in the course management platform grade book.
- Develops and maintains relationships through regular interaction and communication with academic staff, faculty, students, and parents; advises the Director of Education and Personalized Education Coach of class and student needs.
- Conduct regularly scheduled weekly homeroom meetings to include the following: weekly lesson on specified topic; mini-lessons on academic and social counseling topics such as plagiarism, time management, etc...; a game plan from each student on what was completed the past week and what they plan on completing in the coming week; and a group activity for students to encourage socialization within the homeroom context.

- Assists in marketing the online high school model to potential students and families; assists with student retention as needed
- Be familiar with, and attend to, the needs of special education students, including attending Individualized Education Programs (IEP) meetings.
- May participate in the development and review of curriculum, including but not limited to instructional strategies, assignments, and assessments for assigned courses.
- Participate in all required training courses on an annual basis.
- Possess a standard, continuing, residency, or professional teaching credential and show annual progress toward maintaining your credential.
- Perform other related educational duties as assigned.