

# Northern Kentucky Cooperative for Educational Services

## JOB DESCRIPTION

**Position Title:** Professional Learning Coach

**Responsible to:** Regional Director of Special Education

**Qualifications/Certification(s):**

- Bachelor's degree from an accredited college/university
- Minimum of five years of successful teaching experience
- Current KY Teaching License
- Demonstrated knowledge of Common Core Standards
- Background knowledge in Positive Behavior Interventions and Supports (PBIS)
- Experience in developing and implementing Functional Behavior Assessments (FBA) and Behavior Support Plans (BSP)
- Knowledge and understanding of a variety of behavioral and emotional disabilities
- Background knowledge in evidence based practices for mental health and trauma
- Experience in researched-based instructional practices
- Desire to continue career improvement
- Previous coaching or teacher leadership experience
- Deep knowledge of and experience with:
  - Instructional strategies across content areas
  - Conditions of Learning
  - Assessment driven instruction (teaching/learning process)
  - Evidence Based Practices
- Effective communication, collaboration, and interpersonal skills for promoting initiatives, and conveying expectations
- Ability to design and deliver quality professional learning for administrators, coaches, and teachers
- Outstanding presentation and facilitation skills
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines
- Demonstrated ability to function as a positive collaborative member of a team
- Demonstrated interest and engagement in professional learning and reflection
- Successful teaching experience particularly with struggling learners

**General Responsibilities:**

The Professional Learning Coach, having instructional expertise, will work as a colleague with classroom teachers to support student learning and teacher implementation. The Professional Learning Coach will focus on individual and group professional learning that will expand and refine researched-based, effective instruction for teacher/students. In order to meet this purpose, the Professional Learning Coach will provide support to school/district coaches and teachers based on their goals and identified needs.

The ideal candidate will have expertise in EBPs for students with emotional and/or behavioral needs.

**Essential Functions:**

Support the philosophy and vision of NKCES

Facilitate the intellectual and professional development of teachers with a focus on improving student achievement

Create positive relationships with teachers and administrators

Communicate and demonstrate researched-based instructional practices that result in increased student performance

React to change productively and handle multiple projects as assigned

**Specific Duties:**

- Demonstrate willingness to assume leadership positions
- Provide organized, individual and/or group learning opportunities for teachers on a regular basis
- Provide support in analyzing student assessment data
- Assist teachers with environmental and instructional decisions based on data when requested
- Assist teachers with specific classroom activities when requested
- Provide support for classroom motivation and management strategies

*NKCES is an equal opportunity employer.*

# Northern Kentucky Cooperative for Educational Services

## JOB DESCRIPTION

- Assist teachers in creating materials that are in alignment with curriculum
- Provide teachers resources related to instruction and curriculum
- Provide assistance in researching instructional and/or curriculum issues
- Model effective, differentiated instruction
- Provide encouragement and emotional support to teachers
- Encourage ongoing professional growth for all teachers
- Manage time and schedule to maximize time w/teachers
- Work positively toward meeting identified district and building improvement goals
- Develop and maintain a confidential, collegial relationship with teachers
- Possess an understanding of when to contact administrators regarding issues of safety/ethics
- Perform duties as assigned by Regional Director of Special Ed
- Participate fully in professional learning as it relates to your role
- Work collaboratively and collegially with other Professional Learning Coaches, curriculum specialists and district specialists

**Term of Employment:** Full time employment, 215 days

**Salary:** Salary based on rank and experience on NKCES Salary Schedule. Fringe benefits comparable to a district level position.

**Evaluation:** Annual evaluation in accordance with performance of job description and NKCES policies and procedures as well as:

- Rationale for the training, based on specific student data
- Specific and on-going coaching follow-up
- Number of training and consultation sessions and number of participants
- Post-training student data collected to determine the effectiveness of the training and coaching follow-up

*NKCES is an equal opportunity employer.*