

COACHING AND LEARNING

The Position:

This position is responsible for providing support to all levels of the district's Pre K – 12th grade staff and Administrators.

Performance Responsibilities:

- Coordinate continued development and monitoring of our commitment to PLC. This consists of PLC Bootcamp, PLC Institute Minneapolis and local PLC Meeting/ Work Monitoring.
- Organize and facilitate all professional development for the school district. This includes designated professional development days, as well as a variety of workshops, seminars and/ or book studies offered to teachers on subjects directly aligned to our district's mission and vision.
- Provide training for veteran teachers serving as mentors.
- Coordinate and facilitate Mentor Program for 1st and 2nd year teachers.
- Coordinate and facilitate Administrative In-Service as well as Mentoring or Coaching.
- Complete walk-through observations for all staff with an emphasis on younger staff and those considered to need more guidance. The purpose is to monitor teaching strategies, level of rigor and relevance and offer more frequent guidance and coaching with instructional practices.
- Provide instructional coaching as well as assistance in classroom management as identified by walk-through observations.
- Contribute objective data regarding classroom observations to the formal evaluations completed by building principals.
- Serve as District Assessment Coordinator. This includes the actual K-12 testing as well as improving how the resulting data is shared and utilized by teachers and administrators K-12.
- Provide technology support when Krista Computers is not in the building. Coordinate technology needs with Krista Computers.
- Team with other administrators in the recruitment and hiring process.
- Work closely with teachers currently on an improvement plan, allowing them opportunity for success.
- Collaborate with district administration to assure high levels of learning for ALL students.

Performance Evaluation:

An annual evaluation will be performed by the District Administrator using the District's Employee Performance Review checklist.

Note: This job description is not intended to be all-inclusive. Employee may perform other duties as assigned to meet the ongoing needs of the District.

Established: June 21, 2016

Revised: