

Job Title: Learning Coach
Department: Springdale Elementary
Reports To: Springdale Elementary Principal
FLSA Status: Non Exempt
Salary Schedule: SA/01/02



SUMMARY

The primary responsibility of the Learning Coach is to provide support and resources to the teachers at Springdale Elementary by coordinating services and programs under the direction of the Springdale Elementary Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides support and resources to teachers in their assigned school.

Guides study groups and professional development, utilizing research and text study.

Coaches for implementation of exemplary instructional practices.

Connects Entry Years Enhancement (EYE) Program efforts and activities to specific school goals.

Performs multi-task operations while remaining flexible and positive with the demands and assignments of the job without losing sight of the mission, task, or assignment; works within flexible time schedules.

Spends approximately 100% of their time coaching new and veteran teachers, meeting specific teaching needs of the individual teachers and PLC teams through use of research-based coaching strategies.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless otherwise specified by school principal.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must sustain involvement with long-term projects and assignments.

Works effectively with a myriad of teachers, administrators, parents, PTA, and various outside groups.

Must be a self-initiated learner while sustaining a high energy level, demonstrating professionalism, and maintaining credibility.

Acknowledges and utilizes the skills and expertise of others; maintains a high expectation for self and others.

Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information parents, community, and students. Fluent in English. ESL endorsement would be beneficial.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

Active Level 2 or 3 Utah Teaching License with proper endorsement for assignment. ESL endorsement would be beneficial.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

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| Prepared By: Springdale Elementary Principal | | Date: 07/25/2018 |
| Approved By: Assistant Director, Human Resources | | Date: 07/25/2018 |
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| <input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised | By: EYE Coordinator I | Date: 07/25/2018 |
| <input type="checkbox"/> Review <input type="checkbox"/> Revised | By: | Date: |

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

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| Print Name: | Date: |
| Employee Signature: | |