

# Leadership Coach

## Position Details

Job Code: U7104

Reference Code: A639

Division/Unit: Teaching and Learning

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The person selected for this administrative position will provide support, leadership, and coordination for professional learning to school leadership teams, including administrators and teacher leaders. Responsibilities include planning, implementing, and supporting professional learning opportunities that align curriculum, instruction, and assessment and supporting teaching and learning expectations for Tier I instruction and Professional Learning Communities. This position requires the ability to work collaboratively and communicate effectively to build capacity that supports student achievement. This position reports directly to The Transformation Network Region Superintendent, Teaching and Learning Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop capacity in schools to support the implementation of Tier I expectations for teaching and learning.
2. Develop capacity in schools to support the implementation of effective Professional Learning Communities (PLC).
3. Support school leadership teams with monitoring systems focusing on Tier I instruction and student progress, collaborate with school leadership teams

- regarding, data analysis, root cause analysis, and the development of improvement action steps for the school performance plans.
4. Assist in the development and planning of professional learning that supports the Clark County School District's (District) Teaching and Learning Cycle.
  5. Support and facilitate the implementation of aligned curriculum resources, instruction, and assessment.
  6. Collaborate with other District departments including but not limited to, the Curriculum and Instruction Division (CID); the English Language Learner Division (ELLD); the Student Services Division (SSD); and the Assessment, Accountability, Research, and School Improvement (AARSI).
  7. Assist and support school leadership teams in monitoring the implementation of Tier I expectations for teaching and learning.
  8. Provide leadership in developing and implementing effective mentoring and coaching practices in schools.
  9. Build and foster relationships with school leadership teams and school staff.
  10. Provide input and feedback to the School Associate Superintendent and the Region Superintendent regarding professional learning needs at school sites.
  11. Provide support to school leadership teams in goal setting and data analysis.
  12. Remain current on best practices relevant to curriculum, instruction, and assessment.
  13. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Ability to plan, develop, and execute professional learning sessions.
2. Ability to provide effective feedback, facilitate reflective conversations, and engage in coaching conversations.
3. Possess a strong knowledge of effective coaching frameworks that build capacity in teachers and leaders.
4. Possess strong knowledge of instruction, curriculum resources, and evidence based best practices.
5. Ability to analyze and interpret multiple sources of data, both qualitative and quantitative, to identify targeted areas for support and ensure equity for all students.
6. Ability to foster collaborative relationships with a diverse team focused on school improvement.
7. Ability to communicate effectively, exercise good judgment, and act with self-awareness when working with a diverse group of stakeholders.
8. Excellent organizational, time management, and problem solving skills.

9. Maintain trust, confidentiality, and integrity in all interactions.
  10. Actively promotes and maintains a relationship of mutual trust, confidence, and respect among all District staff.
  11. Promotes and behaves with integrity in relationships with colleagues, students, parents/guardians, the community, and when representing the District.
  12. Ability to demonstrate a commitment to transparency and timeliness.
  13. Ability to create and sustain a focus on learning and a culture of continuous improvement, including the effective use of multiple data sources.
  14. Ability to align curriculum and instruction with resources in a manner that is culturally responsive, strategic, and diverse.
  15. Ability to demonstrate success in improving student achievement for all students.
  16. Ability to seek and accept constructive guidance from immediate supervisor and from building-level administrators.
  17. Demonstrates the ability to communicate effectively with diverse audiences.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university.

### **Licenses and Certifications**

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. A valid driver's license.

### **Experience**

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K–12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K–12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Has previously demonstrated experience as a contracted school administrator in an accredited K–12 public or private school (or) recent successful district-level leadership experience as a contracted administrator in a large (minimum of 30,000 students) urban public school district.

3. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school or a minimum of two (2) years contracted administrative experience in a related position.

### **Preferred Qualifications**

1. Demonstrated experience in implementing effective English learner instructional literacy practices.
2. Demonstrated experience in coaching, mentoring, and supervising teachers.
3. Demonstrated experience in providing professional development sessions to diverse groups of stakeholders.
4. Demonstrates successful leadership experiences in professional learning, supervision, and evaluation.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/14/23
- Created: 10/17/22