Purpose Statement

The job of Innovation and Learning Coach is done for the purpose/s of assisting in the development of curriculum, assessment, professional development and the execution of the overall instructional program for the District.

This job reports to Executive Director of Curriculum, Instruction and Accountability

Essential Functions

- Analyzes student achievement data for the purpose of improving instruction, curriculum, assessments, professional development and instructional materials.
- Assists the Executive Director for the purpose of implementing the academic strategic plan for the District.
- Assists in the development, integration, and implementation of the elementary and secondary curricular/instructional program for the purpose of addressing local, state and federal priorities and requirements.
- Attends a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information related to their role.
- Evaluates research findings and industry “best practices” for the purpose of modifying and improving the District's curriculum, instruction, assessment, and professional development programs.
- Facilitates the development of new and revised district wide assessments and reporting forms for the purpose of ensuring the District stays in compliance and achieves student-learner outcomes.
- Interacts consistently with students, staff, and parents for the purpose of educating students.
- Leads in the design and delivery of the professional development activities for principals, teachers and support professionals for the purpose of integrating innovative teaching approaches and techniques into the daily execution of the curricular/instructional program.
- Plans and coordinates building level and/or district-level activities that involve staff, parents, community, and students for the purpose of strengthening stakeholder partnerships in the execution of the District's mission.
- Prepares required reports and maintains up to date files and records (e.g. curricular documents, etc.) for the purpose of informing district staff, parents, and patrons on the progress of the District's curricular/instructional goals.
- Provides support and direction to teachers, including developing, disseminating, and modeling “best practices” and strategies for the purpose of enhancing teacher effectiveness that results in increased student learning and performance.
- Reviews “best practices”, current literature, research, and reports for the purpose of integrating curriculum, assessments and professional development into the daily practice of the District's educators.
**Other Functions**
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, 50% standing. This job is performed in a generally clean and healthy environment.

**Experience:**  
Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):**  
Masters degree in job-related area.

**Education (Preferred):**

**Required Testing**

None Specified

**Certificates and Licenses**

Any certificate at any grade level with Graduate Degree

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/19/2022

**Salary Grade**

See Certificated Salary Schedule

**Revised Date**

7/1/2023
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.