

# LINCOLN COUNTY SCHOOL DISTRICT INSTRUCTIONAL COACH DISTRICT FACILITATOR

FLSA: Exempt

Revised: February 21, 2023  
March 6, 2024

Department: Various School Sites

## **DEFINITION:**

The District Instructional Coach Facilitator works throughout the district to develop, enact, and enhance the multi-tiered system of support (MTSS) to improve outcomes for students. The District Facilitator will coach teachers in all schools on the use and implementation of MTSS. Instructional Coaches are expected to attend all required training sessions and conduct building-level and district-level training.

The key role of the District Instructional Coach Facilitator is to work with each school site administrator and schedule with teachers training on the use of the multi-tiered system of support. The District Instructional Coach Facilitator will work with each school site and assist in ensuring that professional development, MTSS team meetings, and data collection is maintained at each school.

**RESPONSIBLE TO:** Under the general direction of the Superintendent

**TERMS OF EMPLOYMENT:** see Article 16 of Certified Contract

**PAY RATE:** Certified Teacher Salary (see Appendix A of Certified Contract)

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.)*

1. Coach Teachers in the multi-tiered system of support (MTSS) process.
2. Initiate and introduce the multi-tiered system of support (MTSS) processes in schools to include both academic and behavioral concerns.
3. Develop MTSS teams and delivery systems.
4. Facilitate MTSS teams at each school.
5. Assess team needs and provide ongoing training to develop team members.
6. Model and coach individual team members in the MTSS process alongside administrators.
7. Plan and provide staff development activities related to MTSS.
8. Assist in program evaluation.
9. Attend and contribute to MTSS Team meetings.
10. Plan/receive external support for MTSS resources from other state agencies.
11. Other duties as assigned.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Experience and Training:**

- A master's degree is preferred but not required.
- A year or more in Instructional Coaching experience.

**Required Certifications and Licenses:**

1. A bachelor's degree from an accredited college or university and the completion of an approved teacher education program.
2. Possession of a valid Teaching Certificate issued by the State of Nevada
3. Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
4. Bloodborne Pathogen and Universal Precaution Training.

**Knowledge, Skills, and Abilities:**

***(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

- Possess knowledge and experience in the instructional process.
- Possess knowledge of content, curriculum and methods.
- Possess effective interpersonal skills and high level of initiative.
- Ability to function as a change agent.
- Ability to coach teachers.
- Ability to assess needs of individual staff members in the school organization in order to plan appropriate training activities.
- Ability to deliver meaningful and appropriate staff development activities.
- Ability to participate in establishing and analyzing goals and outcomes with regards to program effectiveness.

**Evaluation:** District Administration/Grant Manager

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**Working Conditions:**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**Evaluation:**

Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Lincoln County School District is an Equal Opportunity Employer*