



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Professional Learning Coach (TOSA)

Department: Instructional Services Department

Location: Washington Service Center

Reports To: Director of Instructional Services

FLSA Status: Non Exempt

Bargaining Unit: Licensed, NWEA

Compensation: Licensed Salary Schedule

Prepared Date: March 1, 2022

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

This position is responsible for contributing to the development and execution of the Northwest Regional ESD's professional development system for educators across twenty component school districts and for ESD employees across four counties. The Professional Learning Coach will join a highly collaborative and innovative team of educational coaches and specialists on the nationally recognized NWRES D Instructional Services Team. The successful Professional Learning Coach is committed to working collaboratively with other members of the department as well as other professionals within the NWRES D. The successful Professional Learning Coach is committed to educational equity and anti-racism, uses best-practice research in designing adult learning activities and applying instructional coaching cycles, understands improvement science methodologies, is highly motivated to assure that every child in our public schools has true access to relevant and rigorous educational opportunities, and brings a growth mindset to the work of pedagogical and systems improvement.

Successful candidates will have:

- Knowledge of current and emerging practices for effective adult learning.
- The skills and capacities to collaboratively plan and deliver outstanding professional learning
- Deep content knowledge in one or more of our current and emerging network areas: social emotional learning, 9th grade success, early learning, instructional coaching, early literacy using explicit instructional practices, multi-tiered systems of support, racial equity, culturally sustaining practices, and mathematics.
 - Ample and ongoing opportunities for developing deeper content knowledge in these domains will be provided on the job, but successful candidates will already

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have strong foundational knowledge

- Fluency in how K-12 schools and early learning environments are currently structured
- A strong desire to work closely on a team and to collaborate with educators across the region
- An understanding of, and willingness to grow in, principles of educational equity, antiracism and social justice

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.

1. Bachelor's Degree in curriculum, instruction, counseling, or teaching
2. Three or more years of successful PK-12 teaching/educational experience
3. Three or more years of successful experience planning and delivering effective professional development, including coaching.
4. Experience leading equity work.
5. Knowledge of current and emerging best practices in teaching adults.
6. Experience coaching or mentoring teachers for the purpose of improving student learning and providing feedback in a non-evaluative manner. This includes modeling best learning practices for teachers for the purpose of helping teachers quickly implement best practices in their own instruction
7. Demonstrated ability to facilitate groups in meetings and workshop settings
8. Must possess excellent written, verbal and presentation skills. Ability to express complex ideas with clarity and precision both orally and in writing.
9. Strong technical skills including use of presentation software, word processing and the ability to learn to use technology to innovate and increase efficiency.
10. Ability to work with minimal supervision, communicate clearly, and prioritize and manage multiple projects.
11. Requires travel to rural school districts, sometimes outside of the normal school day, including overnight stays.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Deliver and facilitate professional learning, including school coaching, to school teams in the 20 school districts in Columbia, Clatsop, Tillamook and Washington counties and NWRESD employees.
- B. Contribute to and support the development, coordination and implementation of a comprehensive networked learning model.
- C. Build content knowledge by acting as a content area expert in an assigned area.



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- D. Engage in and facilitate reflective thinking while looking critically at instructional practices.
- E. Introduce refinements for instructional practices through coaching conversations.
- F. Support the successful implementation of professional learning based on identified needs of districts.
- G. Analyze feedback to guide future professional development priorities.
- H. Work respectfully and effectively with people from a wide range of racial, cultural and linguistic backgrounds.
- I. Requires frequent travel to schools across our four-county region and flexibility in scheduling off site training.
- J. Maintain regular and consistent attendance and punctuality.
- K. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
- L. Perform other duties and responsibilities as assigned.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and



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procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, and communicate for extended periods of time
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

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. While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop or kneel. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 30 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope

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of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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