

POSITION TITLE: **LEARNING COACH**

Reports to: **Superintendent of Schools**

Function/Purpose:

- Provide leadership and support for teachers planning for the advancement of quality instruction.

Required Education, Knowledge, Qualifications and Experience:

- A valid Saskatchewan teaching certificate.
- A B.Ed. degree from a recognized university.
- Successful teaching experience in a wide range of teaching areas.
- Other related training or experience in a related field would be an asset.
- Sound theoretical knowledge of teaching and learning.

Required Professional Practice:

Demonstrated capability and performance in the areas of:

- Instruction.
- Organizational skills.
- Interpersonal, communication and presentation skills.
- Initiative and adaptability.
- Teamwork.

Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.
- Ability to work independently, with minimal supervision.
- Intrinsically motivated.

Duties and Responsibilities:

In addition to the general job description for teachers, the Learning Coach will be provided release time to fulfill the following duties:

- Prepare model lessons and instructional approaches for other teachers.
- Participate in curriculum development at the division level.
- Research best practice in assessment and evaluation techniques and act as a resource for teachers in this area.
- Plan sample units using different instructional methods.
- Assist in the collection, interpretation and appropriate use of collected data.
- Assist with inservice planning and presenting.
- Work with PLC groups regarding curricular targets.
- Research best practice in instructional methods, learning theory and the change process.

- Be an instructional leader.
- Research effective intervention practice.
- Conduct staff development sessions at the school level.
- Work with Principals in aligning each school learning plan with the division’s *Continuous Improvement Framework*.
- Perform other duties that may be assigned from time to time by the Director Education.

Confidentiality:

The Teacher is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved August 2, 2011