



Leadership Coach Job Description

About the Special Educator Leader Fellowship:

The Special Education Leader Fellowship (SELF) aims to improve the quality of special education student outcomes by developing current and aspiring special education teacher-fellows and leader-fellows through a uniquely designed fellowship model. The Leader Fellowship is a two-year program which provides formal training sessions, leadership coaching, professional learning communities, peer program reviews and visits to exemplary programs across the country while the Teacher Fellowship is a year-long program which provides formal training sessions, professional learning communities, personalized coaching, and partners with national research-based instructional programs. In doing so, SELF accelerates the development of teachers and leaders to create outstanding special education programming in schools.

Position Summary:

The Leadership Coach plays the important role of being responsible for the Fellows' professional development to improve special education programming in their schools. Additionally, the Leadership Coach provides individualized support to Fellows in order to embed the skills necessary for success into the daily practice of Fellows and their school-based teams. As a SELF team member, the Leadership Coach embodies the SELF core values of Belief, Responsibility, and Teamwork.

Position Responsibilities:

Coaching Fellows

- Provide direct coaching, resources, and problem solving support to Fellows
- Collaborate with Fellows and their principals to create strategic plans to improve their school's special education programming
- Integrate program learning experiences including but not limited to, training sessions, Peer Program Reviews, National School Visits, and Critical Friends Groups along with the practical work of the Fellowship
- Conduct school visits to observe Fellows at work and debrief classroom observations together
- Ensure high-quality of the Fellowship experience, and assess the progress of each Fellow using the SELF Framework

Supporting and Delivering Programming

- Support SELF's Academic Team to ensure the planning and delivery of high-quality programming during the Fellowship experience
- Provide consultative support to school leaders of participating Fellows
- Plan and lead professional development training sessions based on best practices with adult learners
- Attend and participate in all of the Principal/Fellow Training Sessions, Summer Experience Week, Peer Program Reviews, and National School Visits

Special Education Peer Program Reviews

- Lead Special Education school reviews
- Work with the Program Director and Academic Team on the ongoing refinement of the school review process and Vision of Excellence rubric

General Leadership and Support

- Assist the Academic Team and Operations Manager with the recruitment and selection of future Fellows
- Build a sense of community within the cohort by supporting and protecting SELF's core values
- Participate as a member of the academic team in the on-going development and improvement of the program

Reporting Relationship: The SELF Leadership Coach reports to SELF's Program Director.

Qualifications:

SELF Leadership Coaches are experienced, successful special education leaders who are dedicated to the SELF mission. The successful candidate will possess a combination of passion, experience, and effectiveness.

- A demonstrated record of improving student outcomes as a special education practitioner
- A dedication to sharing insights and experiences with other educators and special education leaders
- Experience in leading and advising colleagues, including teachers and administrators

Requisite Qualifications:

- The ability to manage projects with a keen attention to detail and a strong aptitude to prioritize time efficiently
- Strong relationship-building skills demonstrated by the ability to build trust with a wide-variety of individuals
- An eagerness for continuous personal development and a history of executing on feedback to improve performance
- Ability to communicate clearly and effectively to both internal and external partners via e-mail and in-person
- A professional demeanor and utmost discretion when dealing with confidential information
- Ability to adapt to changing and challenging circumstances by staying positive and outcomes-oriented
- Strong proactive problem-solving skills and the willingness to speak up when something can be done more effectively
- The ability to work independently to achieve agreed upon expectations
- Ability to attend evening and weekend events throughout the school year
- Model the SELF values of Belief, Responsibility, and Teamwork

Preferred Qualifications:

- MA or MS degree
- At least 3 years of professional working experience
- Teaching and leadership experience in an urban school district
- Comfort with Google Suite (e.g. Drive, Docs, Sheets, Forms, Classroom, etc.)
- Experience with the New Orleans education landscape

Physical Requirements

- While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear.
- Light lifting of equipment may be required (up to 20 lbs.)

How to Apply: Please send your resume and answers to the below questions to hr@selfnola.org.

1. Why are you interested in working for SELF?
2. What makes you a strong candidate for this position?

Salary is competitive and commensurate with experience. SELF offers a comprehensive benefits package with a generous 403b plan.

SELF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.