



## POSITION DESCRIPTION

<b>Job Title</b>	Instructional Coach
<b>Department</b>	SPED/Transition Services
<b>Reports to</b>	CEO/Administrator
<b>Location</b>	New Orleans, Jefferson & St. Charles Parish
<b>Type</b>	Deliverables Based Contract
<b>Term</b>	Nine (9) months (school calendar year)
<b>Pay Range</b>	Not to exceed \$10,000 for the 2022-2023 school year
<b>Available Contracts</b>	Four (4) open contracts

### POSITION SUMMARY

The Instructional Coach implements curriculum plans to foster student learning, stimulate class discussions, and ensures student engagement.

Take the Lead Nola is seeking four (4) competent, energetic, and organized individuals with excellent communication, leadership, administrative and facilitation and/or instructional skills to teach work readiness to high school students with disabilities.

The ideal candidates will have specialized teaching experience preferably special education, be highly organized, detail-oriented with excellent follow-up skills, comfortable working with diverse teams and working in a fast-paced, ever-changing environment. You must also be willing to make connections, scheduling meetings and communicate proactively with vendors, school administration, program partners and businesses.

### EXPECTATIONS/DELIVERABLES

- Works collaboratively with the Program Coordinator to support planning and coordination of work readiness activities including coordinating Job Shadowing, Employer Site Visits, WBLE's, Guest Speakers, Mock Job Interviews, etc.
- Administering career and interest assessments to participants
- Manage communications through media relations, social media outlets, etc.
- Train and meet the support needs of program participants.
- Work in conjunction with LRS liaisons, school administration, program partners and businesses to coordinate activities applicable to Pre-Employment Transition Services.
- Prepare lesson plans with engaging activities and exercises that illustrate the point of the lesson.
- Monitor participants' compliance with attendance and progress reports; submit progress reports and signature sheets monthly.
- Keep updated and accurate records on each participant.
- Adapt teaching style and strategies to maximize student learning and retention.
- Mediate classroom behaviors and issues
- Provide students with professional one-on-one feedback regarding their performance in the program.
- Attend relevant meetings for assigned school(s) including but not limited to IEP or 504 certifications and re-certifications, authorization meetings and plan signings.

### QUALIFICATIONS

- Associates degree, teaching certification, or related work experience in education, teaching, or facilitation.
- 3+ years of experience working with students with disabilities in a classroom or group setting.
- Experience developing and maintaining relationships with internal and external partners.
- Independent, creative, self-starter who exhibits good judgment.
- Highly organized, strong organizational skills and works well with others.
- Highly flexible and adaptable.

- Experience working as an independent contractor (1099-independent contractor)
- No criminal history

### **REQUIREMENTS**

- Current driver's license
- Reliable transportation
- Certificate of Insurance for personal vehicle

### **PHYSICAL REQUIREMENTS**

- Ability to stand and walk throughout the day.
- Ability to travel independently throughout the city of New Orleans and surrounding parishes.
- Ability to travel with and carry books, laptops, and other small electronic devices.

### **PERSONALITY TRAITS**

- Personable with a positive attitude
- Mature
- Patient
- Highly organized
- Dependable
- Enthusiastic
- Independent
- Ability to motivate others.
- Flexible
- Compassionate about educating and empowering youth and working with individuals with disabilities.

### **COMPENSATION**

- Contractor is compensated monthly. The total rate of the contract is not to exceed \$10,000 for the 2022-2023 school year (estimate a total of 60 workshops for a nine-month contract to include prep, planning, engagement, and job coaching)
- Standard mileage rates for the use of cars, vans, pickups, or panel trucks will be \$.56 cents per mile driven for business use, mileage reports will be due at the end of every month.

### **INSTRUCTION SCHEDULE**

- Days and times of scheduling depends on assigned schools.