

Hood River County School District Job Description

Job Title: Regional Educator Network Design Coach - Hood River (TOSA)
Reports To: Director of Curriculum and Instruction
FLSA Status: Exempt
Classification: Licensed Educator, Teacher on Special Assignment
Contract Days: 190

JOB SUMMARY

The purpose of the Regional Educator Network Design Coach - Hood River is to bring equitable access to professional learning opportunities within the District. This position is designed to build the capacity of district leaders, teams, and educators to engage in the principles, practices and mindsets of continuous improvement. This position also works in collaboration with the other Regional Educator Network Design coaches that support Wasco, Sherman, Gilliam, and Wheeler counties

The Regional Educator Network Design Coach - Hood River has a significant amount of contact with people, requiring public and human relations skills, flexibility of nature and effective oral and written communication skills. This position requires the use of independent judgment to deal with a variety of unanticipated problems and concerns. The Regional Educator Network Design Coach - Hood River works under the direction of the HRCSD Director of Curriculum and Instruction and in collaboration with the Columbia Gorge Education Service District and the Regional Educator Network (REN).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Facilitate or co-facilitate school team meetings that involve implementation planning within an inquiry cycle structure that may include:
 - Designing measures of success
 - Supporting collection of associated data
 - Facilitate progress monitoring routines
 - Using continuous improvement tools and processes
 - Lead teams in the use of qualitative and quantitative data collection and analysis to inform and evaluate the work of the team.
- Identify and leverage current strengths within schools and work within the REN structure to spread learning and build the capacity within the region.
- Identify best practices, research, and effective tools to improve current systems and practices.
- Monitor and capture implementation progress, with associated data, within REN reporting mechanisms to be shared throughout the region.
- Establish and foster meaningful relationships with district/school teams, staff, and community partners to support the collective work of the REN.
- When applicable, appropriate, and necessary, provide 1:1 coaching to district staff in order to build their capacity to attain the goals of the REN.
- Participate in professional learning opportunities and communities of practice to further develop coaching skill sets.
- Perform other related duties, as assigned to support the success of the agency and REN.

- Local travel will be required. This job requires setting up and attending school meetings throughout the District. It may also require travel to Wasco, Sherman, Gilliam, and Wheeler counties. The employee will need to provide their own transportation, and mileage reimbursement will be provided.
- Appropriately maintains and secures confidential records and inquiries.
- Complies with applicable District, state, local and federal laws, rule, regulations and policies.
- Models and enforces the established district and school policies, regulations and protocols.
- Attends work regularly and is on time for assignments.
- Attends meetings as requested and works cooperatively with committees or organizations related to District initiatives, projects, and the REN.
- Occasionally performs work beyond a standard 40-hour work week when work-load requires.
- Ability to organize work, set priorities, and meet deadlines.
- Other duties may be assigned as needed.

ESSENTIAL LEADERSHIP QUALITIES

Essential Leadership qualities of this position include the following. Employees in this position possess the following qualities.

- Trust: Develop trust among co-workers, regional partners, and leadership through honesty, high expectations, and fairness.
- Communication: Communicate in an inclusive, culturally sustaining, and collaborative manner.
- Equity: Elevate the voices of those traditionally underserved and assist staff to ensure culturally sustaining communications and environments.
- Vision: Lead with vision for excellence and follow-through.
- District-wide perspective: Be involved in, and supportive of, continuous overall improvement of the District.

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.

- Master's Degree or higher.
- Possess a valid Oregon Teaching License.
- Experience with Professional Learning Teams, mentoring and coaching others.
- Other alternatives to the above qualifications as the District may find appropriate and acceptable.
- Criminal Justice Fingerprint Clearance.
- Valid Driver's License and evidence of insurability.
- At least 5 years' experience as a coach or teacher leader.
- Demonstrated commitment to equity and revising systems that have perpetuated disproportionate outcomes for marginalized populations.
- Knowledge of and experience with the processes and tools of continuous improvement.
- Commitment to using different data sources and measures to evaluate improvement strategies.
- Strong facilitation and coaching skills.
- Ability to perform job responsibilities in a fast-paced, collaborative work environment, respond to shifting priorities, take initiative, communicate effectively, and meet deadlines.
- Excellent written and oral communication skills, including experience developing and giving presentations.
- High level of proficiency in using Google Drive.

- Successfully complete district background check and drug screening.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to learn and apply new information or new skills.
- Self-motivated and professional.
- Valid state driver's license and reliable personal transportation.
- Possession of CPR/First Aid certificate desirable.

LANGUAGE SKILLS

Spanish and English language skills preferred. Ability to read, analyze, and interpret educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and memos. Ability to effectively present information and respond to questions from groups of supervisors, agency partners, school district personnel, students, and the general public.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, lift, bend, carry, move about, speak and hear. The employee is regularly required to use hands to fingers, handle, feel or operate objects, tools or controls and reach with hands and arms.

The position requires light to moderate physical effort. The employee is regularly required to reach with hands and arms using a keyboard and monitor(s). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds and occasionally over 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment varies and includes standard office, school buildings and school grounds settings. The noise level in the work environment is usually low to moderate with occasional loud noises.

The work involves minimal exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes and unpleasant odors. The work environment involves some exposure to hazards and physical risks, which require following basic safety precautions.

MANDATORY CHILD ABUSE REPORTING

As mandatory reporter (ORS.419b.010) the Regional Educator Network Design Coach - Hood River is required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Catherine Dalbey

Updated: August 2020

“I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my job description may be revised or updated at any time, and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.”

Employee Signature:

Date:

Employee Print Name

Supervisor Signature:

Date:

Supervisor Print Name