

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/19	<u>PRINCIPAL LEADERSHIP COACH</u>	3.4.5
Effective Date	Job Title	Index

Primary Function:

To support the professional growth goals set collaboratively with principal and level director focused on improving equitable outcomes in the school through differentiated coaching and job embedded professional development. We believe that principals are a primary lever of change in our school district. This non-evaluative coach position is designed to increase the capacity of principals to effectively lead change by implementing systems focused on improving outcomes for all students and creating more inclusive school cultures.

Supervised By:

Executive Director of Human Resources (or assigned designee)

Essential Functions (*including, but not limited to*):

- E-1 Provides school leaders with non-evaluative coaching and specific feedback
- E-2 Provides support and guidance on problem-solving, conflict resolution, and communication skills
- E-3 Provides ongoing one-on-one leadership coaching
- E-4 Collaborates with Level Directors to monitor the growth of school leaders
- E-5 Collaborates with departments to provide necessary resources to support principals' instructional leadership
- E-6 Develops and implement strategies that target critical leadership behaviors in an effort to lead school improvement effectively
- E-7 Organizes and prioritizes in a demanding context to maximize time with principals
- E-8 Promotes instructional leadership through alignment, coordination and delivery of professional development
- E-9 Facilitates leadership development sessions and other customized supports
- E-10 Develops principal professional learning networks focused on principals' growth as instructional leaders
- E-11 Develops coaching plans based on a strengths-based assessment of principals
- E-12 Assists in the creation of a school improvement plan based on a review of school data
- E-13 Performs other duties as assigned.

Minimum Qualifications:

- a. Current and valid Oregon administrator's license appropriate for the assignment.

Preferred Qualifications:

- a. Successful principalship including recruiting, hiring and supporting staff
- b. Demonstrated experience closing gaps in student achievement
- c. Successful experiences collecting, organizing and using student and teacher data
- d. Successful experience working with and teaching adults
- e. Demonstrated ability to coach principals in improving teaching and learning in their school

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- f. Successful district level experience or demonstrated ability to work on district level initiatives that are closely aligned with the vision of the organization

Work Environment / Conditions:

Climate controlled office setting with exposure to moderate to high noise intensity levels. Travel to schools and departments, occasional out of town travel.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Consistent with its obligations under the law, the District will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

Calendar:

Placement upon the 230-day administrator work calendar.

Salary Level:

Placement on Grade 209C of the District's principal salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for evaluation of administrative personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____ Date: _____

Print Name: _____ Date: _____