



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	District Leadership Coach
SCHOOL/DEPARTMENT	Superintendent's Office
SALARY	Admin VI
FLSA STATUS	Exempt
REPORTS TO	Superintendent
SUPERVISES	Principals
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The District Leadership Coach is responsible for ensuring a quality education for every student by coaching school leadership teams. This includes developing the knowledge, skills and abilities in these teams throughout the district to effectively implement district priorities; providing differentiated support to specific school leaders; and monitoring efforts to ensure implementation that will lead to student success. The District Leadership Coach is also responsible for working closely with the Chief Academic Officer and Curriculum and Instruction Executive Directors to facilitate support between the central offices and schools focused on academic achievement and equitable practices for all.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively with a variety of audiences in written and oral form using positive interpersonal skills
- Ability to employ effective coaching and facilitation skills to lead school teams to plan for and respond to learning across content areas

- Ability to reflect and apply knowledge from current research on best practices for improving student achievement
- Ability to work collaboratively with others and facilitate groups to consensus
- Knowledge and understanding of the Common Core State Standards and effective instructional strategies

EDUCATION, TRAINING, AND EXPERIENCE

- Master's Degree from an accredited institution in Public Administration, Educational Leadership, or related area
- Experience in leadership of curriculum and instruction
- Demonstrated experience as a public school principal that has achieved results
- Must have a combined total of at least five (5) years of experience as a principal and in leadership of curriculum and instruction

CERTIFICATION AND LICENSE REQUIREMENTS

- NC Certification as a School Principal
- NC Certification as a Teacher
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- NC Certification as a Superintendent or Assistant Superintendent
- Experience serving at an Executive Leadership level at Central Office
- Certification as a trainer in Adaptive Schools, Cognitive Coaching, or similar area

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide guidance to school leadership teams to develop goals that are aligned with the District's missions, beliefs, and priorities
2. Assist school leadership teams with shaping a vision of academic success for all students
3. Assist school leadership teams with creating hospitable climates where stakeholders feel a cooperative spirit and take risks
4. Build capacity for school stakeholders to promote standards-driven instruction and professional growth within professional learning communities
5. Create opportunities for school leaders across school sites to collaborate and learn from one another
6. Support the development of school leaders as reflective practitioners
7. Ensure a link between professional development and a change in practice by building and/or deepening the knowledge in school leaders on how to progress monitor, including observation, feedback and reflection
8. Facilitate solutions and identify discrepancies between goals and current status in order to stimulate achievement
9. Provide support for assigned schools' continuous improvement objectives and strategies
10. Assist with the coordination of instructional programs and services to ensure efficient implementation and avoid duplication or overlap of efforts

11. Support a systemic approach to curriculum and instructional planning, development, implementation, and evaluation
12. Participate in school advisory, business, and community groups and activities
13. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools
14. Perform other duties as assigned by the Superintendent

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*