

MLSS Site Support Coach SUMMARIZED JOB DESCRIPTION

PAYMENT: Professional Services Contract up to \$60,000

QUALIFICATIONS:

- Hold an Instructional Level II or Level III license
- Minimum 5 years' experience teaching/administrator in NM Schools
- Complete Background Check
- Experience leading, supporting, and coaching adult learners
- Experience with synchronous platforms such as ZOOM
- Familiarity with NM MLSS Frameworks
- Understanding of PBIS, SEL , UDL Frameworks
- Understanding of the criteria for selecting appropriate supports/interventions for ELs; general academics and behavior concerns
- Well-informed of current research about Community Schools and Parent Engagement

ESSENTIAL FUNCTIONS:

- Provide technical assistance, coaching, and support to school principals through Zoom, Canvas, phone, email, and other communications.
- Must be well versed in the NM MLSS Frameworks
- Supports provided are to be documented in coaching logs and other data, as requested.
- Attend and engage in coaching sessions between subcontractors/vendors and District/Charter representatives as directed.
- Mandatory attendance and engagement in all MLSS coaches' meetings (usually twice per month) and monthly POC meetings
- Conduct Collaborative Implementation Interviews with identified LEAs and/or state charter schools
- Attend MLSS other trainings as directed
- Maintain detailed time and notes in Harvest
- Respectfully represent both the NMPED and the SWREC in all activities and communications with assigned LEAs

PERFORMANCE RESPONSIBILITIES / WORKER TRAITS

- Ability to work under minimal supervision
- Must exercise initiative & judgment in performing job
- Exhibit the ability to understand oral & written instructions
- Must demonstrate strong written, verbal, and interpersonal skills
- Must demonstrate high level of competence in the instruction of adult learners
- Maintain highest level of professional competence through continued professional development & training
- Must have all materials vetted by SWREC and NMPED before presenting to LEAs and Charters on behalf of the MLSS Initiative
- Must not solicit work from LEAs or state charter schools while conducting work as MLSS Site Support Coach