

**Priority Schools Coach
New Hanover County Schools**

Job Description

Class: Certified

Dept: Office of the Superintendent

TITLE: Priority Schools Coach

QUALIFICATIONS:

1. Master's degree in School Administration.
2. Five or more years experience as a principal.
3. Experience working in high needs schools.
4. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Superintendent

JOB GOAL: To coach principals of identified priority schools and provide leadership for the development, coordination, implementation, and on-going evaluation of system wide goals and initiatives.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Provide school improvement coaching services to priority school principals with a focus on leading the school through academic improvement, developing instructional leadership, providing data-based decision making and creating a positive school climate.
3. Work with principals at priority schools to develop and maintain an instructional program which is aligned to all local, state, and federal goals and requirements.
4. Serve as liaison between principals of priority schools and the Superintendent.
5. Work with priority school principals to resolve school-based concerns and issues; provide recommendations for instructional leadership.
6. Work with principals at priority schools to align instructional resources with the school system's priorities and strategic plan.
7. Assist in coordinating professional development services for priority schools which are aligned with school system and school based instructional plans and goals.

8. Conduct on-site observations of priority schools and provide feedback, support and suggestions for improvement to priority school's principals.
9. Consult with superintendent concerning the formal evaluations of priority school principals.
10. Plan and develop system wide programs to be implemented across all priority schools and monitor their results.
11. Assist in the implementation of school system initiatives designed to increase student achievement at priority schools.
12. Perform related duties and responsibilities as required by the Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale for principals

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board, local and state policy on evaluation.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, administrators, parents and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.