

LYON COUNTY SCHOOL DISTRICT- HR Department

Early Childhood Education (ECE) Implementation Coach

Teacher on Special Assignment (TOSA)

Job Group: General Education Services-Licensed

Classification: Certified

Terms of Employment: 9 Months or (195 Days)

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

POSITION SUMMARY: This position is responsible for all processes associated with the application for and management of the Early Childhood Innovative Literacy Program Grant. The ECE Implementation Coach is responsible for community awareness, staff training, data reporting, coordination with community partners, and implementation of all grant related activities. The ECE Implementation Coach will assist teachers with the strategies needed to implement into daily student instruction appropriate educational curriculum based on the Nevada Academic Content Standards and the Lyon County School District approved curriculum. This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and report directly to the Executive Director of Special Services. Travel is required. This position is a district wide position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conduct trainings of teachers.
2. Coordinate grant project activities.
3. Collaborate and support professional staff regarding grant projects.
4. Prepare performance and other reports as required.
5. Collect and manage data for the Data-Based-Management Teams.
6. Use data to analyze instructional strategy use and program effectiveness.
7. Coordinate monitoring activities of grant.
8. Plan and coordinate with community partners regarding activities, lessons, data, etc.
9. Plan and coordinate parent activities.
10. Plan and coordinate Early Childhood meetings.
11. Analyze the effectiveness and participation of parent activities.
12. Train all staff at school locations.
13. Other duties assigned.

POSITION EXPECTATIONS:

1. Ability to acquire research and review effective reading and instructional strategies.
2. This position requires not only the ability to train personnel, but also requires a significant degree of "follow-up" to assure proper implementation.
3. Excellent written and oral communication skills as well as technical writing skills.
4. Ability to work cooperatively with professional administrative, certified and classified staff.
5. Familiarity with the educational mission and functions of typical school district with approximately 9,000 student enrollment.
6. Mobility and stamina to maintain an active schedule, with frequent travel to each of the school sites within the district and meetings within and out of the district.
7. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
8. Regular and consistent punctuality and attendance are essential functions of the job.
9. Ability to appropriately handle stress and interact with others, including your supervisors, coworkers, student

- and parents
- Regular and consistent punctuality and attendance are essential functions of the job

POSITION REQUIREMENTS:

Education and Training:

- Bachelor’s Degree from an accredited college or university.
- Three years public school teaching experience.
- Early Childhood Education/Pre-K license required.

Licenses and Certifications:

- Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education and be certified in the relevant subject area.
- A valid Nevada Driver License with a driving record in good standing.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:
 Exposure to climate controlled office/classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. Travel is required.

Hazards: Office/classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting	X			
Standing		X		
Walking	X			
Bending/Stooping/	X			

Squatting/Twisting				
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up To 50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination	X			
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____