Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Integrated Services AN (Affective Needs) Coach**	FLSA Status:	**Exempt**
Job Family:	**Licensed**	Pay Range:	**T Schedule**
Prepared/Revised Date:	**August 8, 2026**	Job Code:	**21510**

SUMMARY: Responsible for coaching teachers and staff in the district's Affective Needs (AN) programs to implement academic, social, communication, behavioral, and developmentally appropriate instruction specific for students who are placed in the AN Program. Provide professional learning opportunities with staff to support student growth on IEP goals and objectives. Collaborate with all district instructional staff to provide appropriate instruction, accommodations, and modifications for students in the AN program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Support individual educators and teams:
    a. In providing effective instruction to meet the academic, developmental, and behavioral needs of students.
    b. In developing and implementing data collection systems to monitor student progress on goals and objectives.
2. Develop, plan, prepare, and facilitate professional learning opportunities.
3. Support AN teachers in administering alternate state and district assessments.
4. Support teachers in the management and scheduling of paraprofessional staff.
5. Support AN teachers in collaborating effectively with IEP team member, including parents/guardians, to develop and implement effective and legally defensible IEPs.
6. Support AN teachers with communicating students' progress and needs with parents/guardians.
7. Collaborate with:
    a. Teachers, support personnel, administrators, and other special education providers to enhance instruction, support student behavioral challenges, and improve student outcomes.
    b. Integrated Services leadership and IEP teams when teams are considering student placement in an AN program.
    c. PSD's Transition Pathways Program to support positive student post-secondary outcomes.
    d. Outside agencies to promote student success.
    e. Colleagues in team and building-based meetings and discussions.

8. Demonstrate a commitment to:
    a. Understand, appreciate, and make accommodations for student diversity.
    b. Include and engage families in the student's education.
    c. Support all PSD policies, procedures, and expectations.
    d. Provide personal and professional excellence.
9. Participate in:
    a. Department, team, building, IEP/staffing, and district meetings and discussions.
    b. Student and/or family conferences and other meetings.
    c. Social, cultural, interscholastic, and extracurricular activities.
    d. Professional growth opportunities for licensed and classified staff.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree with proper teaching licensure program required
- Experience working with special needs students required
- Experience instructing students in a school-based setting preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado Special Education Teacher or Special Services license with appropriate endorsements required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs
- Operating knowledge of and experience with typical office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Integrated Services Assistant Director	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration				

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	