

Position: Coach (Field Trainer/Consultant)

Reports to: Regional Director

Hours: Monday- Friday, 8:30am-5:00pm; work outside of regular work hours required.

Job Status: Full-time, Regular

FLSA Classification: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

General Purpose of the Job:

Under the direct supervision of the Director of Implementation, the Coach works to increase student achievement and improve the implementation of SFAF (Success for All Foundation) programs by providing coaching and consultation to schools in major component.

Duties and Responsibilities:

- Conduct coaching and implementation visits at school sites
- Maintain regular communication with schools by phone, e-mail, or personal contact
- Work with schools to develop an achievement plan specific to the schools' needs
- Develop and submit thorough, well-written implementation visit reports
- Prepare for all presentations, school visits, and conferences
- Present the program as designed
- Stay current with updates on relevant curriculum components
- Satisfactorily complete all self-study requirements including attending and presenting at assigned conferences
- Attend and participate in national, area, and regional meetings, as assigned
- Complete the required number of billable and non-billable days and distance learning sessions as determined in accordance with SFAF policy
- Assist in the contracting process
- Initiate activities to promote new school interest and adoptions

Education and Experience:

- Bachelor's degree with a minimum of six years' experience in education or related field
- School experience with the SFAF program highly desirable
- Experience with Title I schools is a plus

Technology:



PC Proficient: Electronic mail, record-keeping, Microsoft Office proficiency, Internet navigation, Zoom, Google Meets, and other related software application

Required Knowledge, Skills, and Abilities:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Teaching and facilitation skills; ability to develop and deliver presentations
- Ability to foster a cooperative environment
- Ability to develop, plan, and implement short- and long-range goals
- Skill in organizing resources and establishing priorities

Working Conditions:

- Work is normally performed at the client's site, in a typical office environment, or at various conferences.
- Manage and maintain a home office.
- Extensive overnight travel (over 50%) by land and/or air is required.
- Use of a personal car may be required.

Physical Effort:

- The job requires the repeated movement of up to 20 pounds of materials and luggage, of up to 50 pounds of materials and luggage frequently and up to 75 pounds of materials and luggage occasionally.
- Climbing stairs, balancing, stooping, kneeling, crouching, crawling, reaching, standing for extended periods, walking, pushing, lifting, grasping, and repetitive motions are required.

Environmental Conditions:

Environmental conditions vary with the location. Coaches are subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and atmospheric conditions. Driving in all weather conditions and for long periods, including in the evening and at night, is often required.