



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Mentoring and Retention Coach**
 Job Family: **Licensed**
 Prepared/Revised Date: **May 17, 2022**

FLSA Status: **Exempt**
 Pay Range: **T Salary Schedule**
 Job Code: **21817**

SUMMARY: Provide job-embedded professional support for educators that is differentiated, collaborative, and reflective. Coordinate, consult, and collaborate with individuals and teams to strengthen staff capacity for sustaining systemic change and creating meaningful student experiences. Support the growth of educator practice, resilience, and reflection by modeling best practices in instruction and collaboration. This position is a two-year grant funded opportunity.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Support educators in all areas of instruction including classroom management, assessment, student engagement, classroom environment and culture, interpersonal and team dynamics, and curricular expertise.
2.	Design, coach and provide support for educators to: <ul style="list-style-type: none"> • Embed relevant and appropriate technology tools • Develop standards aligned instructional practices, with a special emphasis on literacy • Design differentiated assessment tasks that value student ownership and voice • Use data to monitor and adjust instruction for the purposes of student growth • Understand, appreciate, and celebrate staff and student diversity towards equitable outcomes for each • Balance personal and professional obligations toward career longevity and resilience, including strategies for stress management
3.	Coordinate, facilitate, and collaborate with schools and district departments on professional learning opportunities for staff, with a focus on new educators and mentoring partnerships.
4.	Engage in regular coaching cycles with educators.
5.	Foster meaningful, measurable outcomes that support educator growth and development.
6.	Demonstrate a commitment to: <ul style="list-style-type: none"> a. Understand, appreciate, and promote district priorities and outcomes b. Include and engage families in the student’s education c. Support all Poudre School District policies, procedures, and expectations d. Provide personal and professional excellence
7.	Participate in: <ul style="list-style-type: none"> a. Department, team, building, 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
8.	Attend work and arrive in a timely manner.
9.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with proper teaching or special services provider licensure program required.
- Demonstrated successful experience instructing students in a classroom setting required.
- Demonstrated successful experience leading adult learning preferred.
- Experience and formal training in facilitating team collaboration preferred.



LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado educator license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of team infrastructure, formative instruction and assessment, MTSS framework, and technology integration.
- Self-directed, collaborative approach to work.
- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills, ability to build quick rapport and relationships among staff.
- Critical thinking and problem-solving skills.
- 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, Superintendent policies, 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, 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
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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 feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X			

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	



NOISE LEVEL:	Exposure Level
Moderate	X
Loud	
Very Loud	