

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Professional Learning Coach – Paraprofessional

DEPARTMENT: Human Resources

REPORTS TO: Human Resources (HR) Director

POSITION SUMMARY: Under the direction of the HR Director, the Professional Learning Coach supports paraprofessionals by providing professional development, coaching, and collaborative support focused on enhancing paraprofessionals' ability to foster a positive and effective school and learning environment for all students. This position requires knowledge of District Regulations and procedures, the ability to create, plan and deliver effective professional learning for adults, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Kindle excitement about learning with paraprofessionals, encouraging flexible and critical thinking and development of communication skills to refine the efficacy of the paraprofessional in order to impact student learning.
- Model and nurture a growth mindset and reflective thinking in paraprofessionals for their learning and continuing development.
- Foster trustful, confidential and non-evaluative coaching relationships with paraprofessionals
- Coordinate, facilitate, and provide opportunities for paraprofessionals to observe exemplary professional practices and to connect with others who have expertise in their essential functions and job responsibilities.
- Model, train, and coach, as appropriate, innovative and effective instructional methodologies for support staff, behavior intervention strategies, and classroom management strategies that enable quality instruction to student groups of varied size or one-on-one.
- Demonstrate appropriate techniques, interventions, and interactions for improving learning opportunities for students.
- Assist paraprofessionals in reflecting and analyzing their practice to support instruction, directions provided by certificated staff and directions they provide students, and school operations to enhance student achievement.
- Assist new paraprofessionals in establishing collaborative relationships with colleagues, certificated staff, and other District staff in the learning community.
- Build understanding of paraprofessional skills, needs and strengths and represent such to the appropriate stakeholders in order to support both individual and all paraprofessionals.
- Provide input to, coordinate, and deliver effective professional learning for adults, including that which meets state and federal mandates.
- Plan paraprofessional staff support and learning opportunities based on employee's unique needs, the paraprofessional job requirements and diverse backgrounds and experiences of employees.
- Help to coordinate support from District colleagues to ensure that efforts are not duplicated and paraprofessionals are not overwhelmed by competing programs and agendas.
- Understand professional certification requirements and resources, including e-certification
- Act as a liaison for and maintain communication between paraprofessionals and Human Resources staff.
- Use knowledge of equity principles to deepen paraprofessional's application of instructional methodologies.
- Support a spirit of collaboration and contribute to the ongoing continuous improvement of the District's onboarding and ongoing professional development and support of paraprofessionals.
- Exhibit positive relationship skills with students and district staff, maintaining ongoing and open communication.
- Provide regular program data-based evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Director and other stakeholders.
- Attend staff and other professional meetings as may be assigned or necessary.
- Use technology and computer software for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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QUALIFICATIONS:

EDUCATION: An Associate’s degree (AA) or higher OR two (2) years of study equivalent to 48 semester or 72 quarter credits OR an Educational Testing Service ParaPro Assessment documenting a score of 461 or higher. Official documentation will be required upon hire. Bachelor’s degree from an accredited college or university preferred.

EXPERIENCE: At least five (5) years of successful paraprofessional experience in public schools and effective work with school age students as a paraprofessional. Professional development design, implementation and management preferred. Prior experience coaching and training adult learners preferred. Further the individual will possess the:

- ability to establish rapport with students in order to maintain an effective learning environment;
- ability to implement district behavioral programming with a variety of students;
- ability to take direction, work independently, show initiative, and accept responsibility;
- ability to work as an effective team member;
- ability to communicate effectively in a pleasant, tactful, and professional manner;
- ability to adjust daily to various scheduling changes and changes in students’ needs; and
- physical stamina and good health necessary to perform required responsibilities and the essential functions.

CERTIFICATES & LICENSES: CPR/First Aid/AED Certificate (may be required). Right Response certification or obtain such within 60 days of hire. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain knowledge as current.

REQUIRED TESTING: Pre-employment Proficiency test

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Service Employees International Union, Local 925 (SEIU)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date