

## **District Coach Coordinator Job Description**

The purpose of this document is (1) to outline preferred skillsets, roles and responsibilities for individuals mutually agreeing to fulfill the role of a District Coach Coordinator (2) assist district leaders in determining who to recruit and mutually select for the District Coach Coordinator position.

### **Qualifications and Skills**

Individual(s) who demonstrate the following qualifications and skills are likely to be successful in the role of a District Coach Coordinator:

- Experience in successful use of MTSS at the district level
- Understanding effective and ineffective methods for supporting implementation
- Ability to demonstrate effective coaching practices (e.g., modeling, observation, feedback)
- Successful experience with data analysis and use
- Ability to facilitate people through the change process and address adaptive challenges
- Ability to demonstrate facilitation skills in large and small group meetings
- Effective organizational skills
- Ability to develop and meet timelines for completion of projects, tasks, and activities
- Ability to manage multiple projects
- Willingness to engage in continued professional learning
- Ability to accept coaching supports and feedback
- Punctual
- Effective communication skills
- Fluent and effective use of technology

### **Responsibilities**

District Coach Coordinators are responsible for:

- Developing fluency in district structures, processes / procedures necessary to support coaches in their use, scale-up, and sustainability of effective innovations
- Receiving on-going coaching from the MiMTSS TAC Implementation Specialist to deepen knowledge, skills, and abilities necessary for the role
- Monitors and prompts the use of the district coaching system
- Organization and successful facilitation of monthly coaches' meetings
- Development and monitoring of individualized learning plans for school level coaches
- Support the development and regular use of individualized coaching service delivery plans for all school coaches

- Facilitation of regular analysis of coaching effectiveness data to ensure equitable access and effective coaching is provided to all schools
- Consistently demonstrating good organization and communication skills
- Ensuring positive relationships with the District Coordinator, school coaches, and other staff whose work supports the district's use of effective innovations

## Estimated Time Allocation

The time commitment for a District Coach Coordinator is greater during installation. As the district moves beyond installation, the District Coach Coordinator will no longer be attending MiMTSS professional learning sessions.

Minimum time allocation during installation is approximately 1-2 days per month, in addition to the number of days required for professional learning sessions.

Time allocation includes, but is not limited to, the following activities:

- Facilitation of monthly coaches' meetings
- Preparing to facilitate monthly meetings
- Completion of assigned action items
- Attendance at MiMTSS SLT and Coaching Professional Learning Sessions

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