



Empower, Engage, Excel

Learning Coach Job Description

The Learning Coach will be responsible for the successful completion of the following tasks:

- Support the instructional program with asynchronous web conferencing sessions and synchronous instruction;
- Complete all grading, create progress reports and conduct parent conferences in a timely manner;
- Be available to parents, students and other teachers on a regular basis to develop and update Personal Learning Plans and schedules, score assessments, provide feedback on student work, suggest instructional approaches and strategies, monitor completion of assignments and special projects
- Develop a general knowledge of the entire program's K-12 curriculum and a very detailed knowledge of the grades for which responsible;
- Discuss with Support Coach students in need of alternate strategies and provide additional assistance with daily assignments and projects using GOAL form by including weekly recordings of lessons to connect to the curriculum in preparation for monthly goal meeting.
- Communicate weekly with parents, students, and curriculum specialists (Team Coaches) as stated in the On Track Staff Handbook
- Keep student records up-to-date, including grades, document student GOAL meetings, monthly progress reports, and grades in a timely and consistent manner
- Consult with team members and staff learning specialists to develop alternate enrichment activities and modifications to students' programs to increase student understanding;
- Create virtual field trips and make efforts to integrate trips into the curriculum;
- Devise and implement virtual methods of creating and maintaining a "school community";
- Participate in student recruiting sessions and other marketing efforts that require teacher representation.

- Review curriculum and devise alternate approaches to given lessons to increase student understanding (working directly with parents and students);
- Participate in monthly staff meetings including PLC's.
- Scheduling small group instruction based on needs and course content both live and recorded.
- Other duties as assigned.

Requirements

- Highly qualified and certified to teach in grade level or single subject area of study (appropriate to grade level responsibilities)
- Strong technology skills(especially with Microsoft OS and MS Office programs)
- Excellent communication skills, both oral and written
- Highly organized and punctual
- Customer focused approach
- High degree of flexibility
- Demonstrated ability to work well in fast paced environment
- Team player track record
- Willingness to travel on occasion for marketing and state testing events (may require occasional overnight travel)
- Ability to work remotely, if necessary
- Ability to work some occasional evening hours, as needed to support some families

Compensation Package

- Starting Salary with a BA Degree: (varies based on education and experience)
- Work-from-home
- Potential for annual merit increase, bonus and career advancement