

# **STEAM Instructional Coach/Assistant Principal or DEAN**

Classification: Instructional Support

Terms of Employment: 12 months

FLSA Status: Exempt

This is a salaried position assigned to the Administrative Salary Schedule DOE.

The STEAM Coach reports to the building principal.

The STEAM Coach is funded through the competitive grant process.

## **General Overview**

This is an administrative position primarily focused on overseeing and ensuring implementation of effective literacy strategies, effective STEAM strategies, use of Project Based Learning (PBL) and providing leadership assistance to school STEAM staff (6 teachers) and assist with administrative duties at David E Norman Elementary. The position is designed to coach, support, provide feedback, and evaluate instruction, as well as to provide direct services for students.

## **Essential Skills**

- 1.Outstanding instructional skills and the ability to model high quality lessons.
- 2.Effective communication skills; the ability to help colleagues be reflective.
- 3.Strong organizational skills.
- 4.Integrity; the ability to back up words and thoughts with actions that are consistent.
- 5.Teamwork; the ability to put aside individual desires for the good of the whole.
6. Exceptional professional practices as demonstrated through NEPF observations.
7. Ability to work cooperatively with students, parents, peers, administration, and community members.
8. Support and demonstration of the ability to guide the learning process toward achievement of school-wide goals.
9. Strict demonstration of confidentiality as required by law and district policy.
10. Maintain and improve professional competence.
11. Communicate effectively both written and orally.

## **Responsibilities**

- 1.Attend and participate in all WestEd STEAM, and NISL Leadership Institutes.
2. Spend 20+ hours per week directly observing and providing feedback to STEAM educators, both teachers and paraprofessionals.
3. Ensure implementation of the objectives of the District Performance Plan as outlined in the combined grants.
4. Assist in administration of the day to day operations of the school. Student discipline such as after/before school detention and/or tutoring
5. Assistance with attendance procedures including but not limited to: phone calls, letters to parents, and meetings with parents and/or teacher teams

6. Parent communication including but not limited to: School Website updates, Face book updates, parent newsletters, parent handouts, organization of Parent/school functions, and attendance at PTO meetings.
7. Administrative duties including but not limited to: Filing, computer entry, upkeep of student files, and attendance at various School/District Meetings as assigned by the site principal
8. Training/mentoring of staff as assigned by the principal
9. Work directly with the principal and school team in development and implementation of school rules, procedures, policies, etc.
10. Maintain accurate and complete records as required by law and district policy.

### **Licenses and Certifications**

1. Master's degree from an accredited college or university.
2. Nevada teaching license issued by the Nevada Department of Education.
3. Nevada administration license issued by the Nevada Department of Education.

*AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*