

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
March 2024

SECTION I: GENERAL INFORMATION

Position Title: Instruction and Inclusion Coach	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status: Exempt
Band/Grade/Subgrade: D – 6 – 2	Bargaining Unit: NEA
Job Summary: The Special Education Instruction and Inclusion Coach plays a pivotal role in providing teacher leadership and support to enhance differentiated instruction and inclusive practices within the district. Leveraging the principles of Universal Design for Learning (UDL), the incumbent collaborates with educators to ensure that all students have equitable access to high-quality education.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Build knowledge of best instructional and inclusive practices, facilitate training, and provide coaching of staff in differentiated instructional approaches to meet learner needs in all curricular areas.
Percent of Time:	40%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Research and stay updated on best instructional and inclusive practices in education. • Develop and conduct training sessions for staff on differentiated instructional approaches. • Serve as a mentor teacher for new special education teaching staff • Provide one-on-one coaching to support teachers in implementing effective instructional strategies tailored to meet learner needs. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Facilitate collaboration amongst special education and general education staff designed to improve inclusive practices and learner outcomes for students with disabilities.
Percent of Time:	20%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Facilitate regular meetings and workshops to promote collaboration between special education and general education staff. • Provide resources and training to support the implementation of inclusive practices, such as Universal Design for Learning (UDL). • Act as a liaison between special education and general education departments, advocating for the needs of students with disabilities. 		

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Duty/Responsibility No:	3	Statement of duty/responsibility: Facilitate and support PreK-12 special education curriculum needs, implementation, and review in collaboration with Instructional Services.
Percent of Time:	15%	

- Tasks involved in fulfilling above duty/responsibility:**
- Collaborate with Instructional Services to assess and address PreK-12 special education curriculum needs.
 - Provide training and support to special education teachers on curriculum implementation and use of assistive technologies.
 - Review and revise special education curriculum resources based on evaluation data and feedback.

Duty/Responsibility No:	4	Statement of duty/responsibility: Collaborate with other district services and building staff to ensure consistency in the provision of accommodations and modifications as needed for standardized tests.
Percent of Time:	10%	

- Tasks involved in fulfilling above duty/responsibility:**
- Establish consistent protocols for providing accommodations and modifications during standardized testing.
 - Provide guidance and training to school personnel on implementing accommodations and modifications.

Duty/Responsibility No:	5	Statement of duty/responsibility: Participates in district and community committees and other duties as assigned.
Percent of Time:	5%	

- Tasks involved in fulfilling above duty/responsibility:**

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		BA or BS	
1 year college		MA preferred	
3 years college		Major field of study or degree emphasis:	
X	4 years college		
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level			
Doctorate level			

Required Work Experience in Addition to Formal Education/Training:
 Three years of teaching experience required, Five years preferred

Required Supervisory Experience: N/A

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: MN Special Education teaching license
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Group and peer coaching • Knowledge of high impact teaching strategies and differentiation • Listening and communication skills • Use of student data to inform instruction and school district progress
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
TOTAL		0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X

Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:

- Position Created – March 2024