

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

July 2021

SECTION I: GENERAL INFORMATION

Position Title: Learning Coach	Department: Teaching
Immediate Supervisor's Position Title: Director of Portage Online	FLSA Status: Exempt
Band/Grade/Subgrade: D – 6 - 2	Bargaining Unit: NEA

Job Summary: Under the supervision of the Director of Portage Online the Learning Coach will provide social emotional support, time management skills, facilitate peer interactions, and skill building for Portage students. They will also provide academic advising and assist with coursework. Learning coaches will also review the structure in their content area of each course to ensure alignment with MN standards and Northfield District graduation requirements.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Northfield Portage Online instructing/correcting content area coursework, student advising, and student/family support
Percent of Time:	75	

Tasks involved in fulfilling above duty/responsibility:

- Instructing/correcting content area coursework
- Collaborates with stakeholders to maintain a vision aligned with the district vision and guiding principles.
- Problem solve technical issues with students and families.
- Checks in with students to advise coursework pacing and time management.
- Checks in with students to provide social emotional support and facilitate peer interactions.
- Implements Portage Online policies and procedures that facilitate a positive school culture and climate for students and families.
- Provides assistance to students through the MTSS model to give extra support to students in need.
- Maintains a positive relationship with parents through regular, proactive, and honest communication.
- Attends and contributes to regular staff meetings, communication, professional development, and collaborative problem solving.
- Refers students to Special Education, 504, or other programming if needed.

Duty/Responsibility No:	2	Statement of duty/responsibility: Ensure the alignment of coursework in their content area license
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Review the structure of each content area course to ensure alignment with MN standards • Review the structure of each content area course to ensure alignment of Northfield District graduation requirements. • Collaborate with Content Tutors and other staff to problem solve any discrepancies with alignment. 		

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Duty/Responsibility No:	3	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Attends training sessions, conferences, seminars, and district meetings; • Serves on district committees, task forces, work groups, etc., as requested; • Keeps abreast of changing trends, instructional, and educational technologies concerning the instruction of online education. • Other instructional/advising duties as assigned. 		

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: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Bachelor's and experience as determined at the sole discretion of the hiring administrator	
	High school diploma or GED.	Major field of study or degree emphasis: Educational	
	1 year college		2 years college
	3 years college	X	4 years college

	1st year graduate level	Essential dispositions, specialized subject knowledge, and leadership skills, and other requirements to perform the essential functions of the job. <ul style="list-style-type: none"> • Transparent, tactful, and timely written, verbal, and nonverbal communications. • Technical expertise and certification as outlined in this job description. • Cultural competency to effectively serve students, families, and community members from diverse backgrounds. • Knowledge of current trends in education with special attention to best practices for online students. • Ability to assess the performance and progress of students. • Knowledge of behavior management and effective classroom management practices. • Advanced technology skills for learning management purposes. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.
	2nd year graduate level	
	Doctorate level	

Required Work Experience in Addition to Formal Education/Training: Requires completion of assigned internship/practice teaching experience as part of formal training and degree program.

Required Supervisory Experience: N/A

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensed teacher in the State of MN and licensure to teach in assigned areas of responsibility.
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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: Educational Assistants	Total: 1-2
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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>	Exposures to disagreeable odors, communicable diseases, body fluids, and biohazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents.
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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		
	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
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:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

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: