

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

July 2021

SECTION I: GENERAL INFORMATION

Position Title: District Life Coach	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status: Non-exempt
Band/Grade/Subgrade: C – 5 - 3	Bargaining Unit: Other Staff
Job Summary: The district life coach will provide social/emotional support for district staff, high school students, and middle school students in a non-therapeutic environment.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provide life coaching services for district staff.
Percent of Time:	50	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Execute a system to provide access to individual life coaching sessions to support district staff. • Prepare semi-monthly coaching update articles for staff to be included in the district update. • Provide district-wide webinars for staff monthly on coaching topics. • Maintain aggregate data of the number of appointments and generalized topics. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Provide life coaching services for Northfield High School and Northfield Middle School students.
Percent of Time:	45	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Establish and maintain a referral process with the Northfield High School office and Northfield Middle School office for students to receive life coaching services. • Provide confidential life coaching services for middle and high school students. • Collaborate with school principals and guidance counselors to prepare and deliver coaching content for students distributed via Schoology or through the high school flex period as appropriate. • Maintain appropriate data and records about the students served. 		

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:	5	

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		B.A. or B.S.
	High school diploma or GED.		Major field of study or degree emphasis: Because this position requires specific certification, a Bachelor's degree in any discipline will be considered.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		
	2nd 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"> • Building, maintaining, and rebuilding (when necessary) trusting relationships with all staff, students, families, and the community. • Coaching and training of staff to elevate their best qualities and improve areas where growth is required. • Transparent, tactful, and timely written, verbal, and nonverbal communications. • Technical expertise and certification as outlined in this job description. • Cultural competency to effectively serve district staff, students, families, and community members from diverse backgrounds. • Knowledge of current trends in education with special attention to best practices for 'at-risk' and online students.
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Previous life coaching experience preferred.			
Required Supervisory Experience: N/A			
LICENSE/ CERTIFICATION		Certification from a nationally recognized life coaching/wellness organization.	

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	N/A	N/A
	TOTAL	N/A

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Varies	Total: N/A
--	-------------------

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>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.</p>
---	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	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: