

***Leader in Me* District Coach**

Role Summary

The *Leader in Me* district Coach builds exceptional relationships by collaborating with school administrators, leadership teams, and school staff to attain Lighthouse-quality results in schools year after year. This position requires excellent coaching skills, engaging facilitation acumen, and previous experience working in K-12 education. The preferred candidate will have the knowledge and skills necessary to recommend next steps and create renewal opportunities for the schools they coach.

Essential Job Functions

Quality Results

- Act as a steward of quality and engagement among *Leader in Me* Schools.
- Partner with existing *Leader in Me* Schools to guarantee the successful creation and implementation of a school-improvement plan aligned to the “Lighthouse School Criteria.”
- Act as a trusted resource person to help ensure *Leader in Me* Schools achieve high-leverage results, including improved school culture, increased teacher engagement, greater parent satisfaction, and reduced discipline problems.
- Guide schools toward Lighthouse Certification. After this milestone is achieved at a school, the goal is to maintain a close partnership with the school, complete with frequent touchpoints, to ensure they maintain Lighthouse Certification quality for years to come.

Facilitate Community

- Create a “virtual” Community by making a “white glove” welcome call to every school the Coach serves in the *Leader in Me* process, and share frequent professional-development tips and classroom resources via www.TheLeaderinMeOnline.org web Community, as well as email and phone conversations as necessary.
- Create a “live” Community by supporting and coaching schools to participate in two Community Coaching days involving *Leader in Me* Schools in their geographic region, as well as global experiences (e.g., *Leader in Me* Symposia).

Maintain frequent communication with your *Leader in Me* Schools and all team members assigned to the school.

Deliver Onsite Coaching

- Deliver Community Coaching days each year to *Leader in Me* Schools.
- Delivery of coaching will require diagnostic research, including in-depth preconsults with the school; an investigative study of the history, culture, and demographics of the school, and connecting with other consultants and client partners who serve the school.
- Draft a suggested coaching plan for the onsite day that the school's leadership team will agree to prior to delivery.

Deliver Live "Centerline" Training

- Deliver live training days each year (*Setting the Vision, 7 Habits*®, implementation, *Lighthouse Team training*, etc.).
- Maintain current certification and thorough knowledge of all *Leader in Me* workshop content and materials.

Strategy and Systems

- Maintain current implementation plans and commentary about schools using other systems as applicable.
- Share data with all stakeholders involved in communication, research, and sales with our client schools and document progress on the path to Lighthouse Certification.

Create Yearly Engagement Opportunities

- Facilitate a strong relationship with all current schools. Through this relationship, assist schools with understanding the *Leader in Me* process and scheduling of next steps.

Suggested Requirements

Applicants should have a strong education background. A high degree of energy, patience, empathy, and personal maturity with strong character is essential. Experience as a school administrator with experience in *Leader in Me* implementation is preferred. A well-developed pattern of achievement, contribution, execution, motivation, enthusiasm, and integrity is critical to success in this role. Very strong verbal and written communications skills are essential. Attention to fine details, logistics, and the ability to coordinate communication among several parties is critical.

How many days do I need to plan for coach development? When will those days occur?

	Facilitation Only	Facilitation and Coaching	Days	Training	Location	District Travels	Timing
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Out of District Development and Support

Facilitator Academy	☑	☑	3	Regional	TBD	Yes	April
Coach Academy		☑	3	Regional	TBD	Yes	June
1st Semester Live Learning Lab		☑	2	Regional	TBD	Yes	Sept. Week 1
2nd Semester Live Learning Lab		☑	2	Regional	TBD	Yes	Jan. Week 2
Total Days	3	10					

Virtual/Onsite District Development and Support

FranklinCovey Shadow	☑	☑	1	Onsite	Onsite	No	
1st Semester of PLT Session 1		☑	0.25	Virtual	Virtual	No	Oct. Week 4
1st Semester of PLT Session 2		☑	0.25	Virtual	Virtual	No	Nov. Week 4
2nd Semester of PLT Session 1		☑	0.25	Virtual	Virtual	No	Feb. Week 4
2nd Semester of PLT Session 2		☑	0.25	Virtual	Virtual	No	Mar. Week 4
Biweekly Team Calls	☑	☑	2	Virtual	Virtual	No	School Year
Biweekly Individual Calls	☑	☑	2	Virtual	Virtual	No	School Year
Total Days	5	6					