Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 1/6/2025

Coach, Mentoring (Secondary)

Pay Scale: A
Level: NA
FLSA Status: Exempt
Job Family: Human Resources
Primary Location: School-Based

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Equity & Compliance, Title IX, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Mentoring Coach is responsible for working directly with new and identified teachers in their development of best instructional practices and classroom management. The Mentoring Coach will serve as a resource for administrators in collaboratively designing and delivering effective job-embedded professional learning to new and identified teachers.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides one-on-one coaching for new and experience teachers who need support through classroom visits, feedback, modeling, reflection, and problem-solving
- Communicates and works collaboratively and confidentially with teachers and administrators
- Provides workshops that enhance the professional learning and efficacy of teachers
- Assists the supervisor by monitoring and assessing the effectiveness of the mentoring and coaching program
- Facilitates reflective conversations with teachers to drive instructional practices
- Maintains records of coaching visits
- Assists in gathering and distributing information and data to enhance instruction to students

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree

Experience
Demonstrated successful teaching experience for at least five (5) years

Licenses and Certifications
Holds or is eligible for a Virginia Collegiate Professional License with an endorsement in one or more subject areas of secondary school education

Knowledge, Skills and Abilities

- Demonstrated ability to effectively communicate best practices for instruction to support teachers
- Demonstrated interpersonal and leadership skills for working effectively with colleagues, administrators, and students
- Demonstrated commitment to personal growth and learning
- Proven ability to work cooperatively and effectively with colleagues
- Demonstrated skills in analyzing and using data for instructional decision-making
- Demonstrated how to facilitate reflective conversations with teachers
- Excellent oral and written communication skills

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated

consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.