



# NATIONAL TRAINING NETWORK

## JOB DESCRIPTION

### KEY ELEMENTS COACH

**Position Title: KEY ELEMENTS COACH**

**Reports To: REGIONAL MANAGER**

#### 1. Position Purpose:

The Key Elements Coach is expected to support KEMS/KEAS teachers to ensure proper implementation and infusion of the supplement, while incorporating NTN methodology with fidelity in both KEMS/KEAS and traditional textbook lessons; serve as a liaison between the math department office and KEMS/KEAS teachers; provide professional development that emphasizes the most effective use of NTN methodologies; and provide documentation of all interaction with teachers, principals, department chairs, regional manager, and district personnel.

#### 2. Essential Functions:

- Conduct demonstrations/model lessons.
- Conduct training.
- Assist in planning curriculum and lessons.
- Mentor teachers.
- Observe and constructively critique teachers.
- Assist in coordination efforts with ongoing professional development.
- Plan and execute professional development sessions for the district.
- Provide support and assistance as needed.
- Complete daily, monthly and quarterly reports.
- Present weekly e-letters for each grade/district regarding pacing, preparation & presentation.
- Maintain constant communication with teachers, principals, and regional manager.
- Complete other projects as assigned by regional manager.

#### 3. Principal Accountabilities:

- Provide mentoring, coaching, support to KEMS/KEAS teachers.
- Customer service and satisfaction.
- Knowledge of all KEMS/KEAS products and components.
- Keep current with state and national trends/curriculum.
- Effective communications.
- Provide high quality training.

#### 4. Position Dimension:

The coach is pivotal in ensuring the proper infusion of the KEMS/KEAS lessons and fidelity of NTN methodologies. As such, the coach must work closely with his/her respective Regional Manager, KEMS/KEAS teachers, and designated district staff. While there may be periodic and specific projects assigned to a coach by the Regional Manager, the fundamental obligation of the coach is to provide support and coaching to KEMS/KEAS teachers.

#### Organizational Relationships:

The coach, internally, works directly with his/her respective Regional Manager. Externally, the Coach works collaboratively with KEMS/KEAS teachers, principals, and district staff.

#### 5. Skills and Knowledge:

- Working knowledge of the KEMS/KEAS lessons in both student and teacher editions, video clips, and ancillary materials.
- Pedagogical knowledge of the teaching of mathematics.
- Effective instruction methodologies.
- Effective classroom management strategies.
- Effective use of motivation theory.
- Knowledge and experience with effective coaching and mentoring principles and practices.
- Knowledge on use of assessments for instructional improvement.
- Excellent communication skills –written and verbal.
- Possess mastery level content skills.
- Possess mastery level teaching skills.
- Ability to present oneself in a multitude of group settings.
- Proficiency in demonstrating and teaching all KEMS/KEAS lessons.
- Proficiency in classroom observation techniques and analysis of effective classroom instruction.
- Proficiency in providing verbal and written feedback to KEMS/KEAS teachers.