

POSITION DESCRIPTION
Project AWARE

TRAUMA INFORMED SCHOOL IMPLEMENTATION COACH

Job Summary: The Trauma-Informed School Implementation Coach will be guide school staff to implement trauma-informed school best practices to support students and learning.

Reports to: Community Project Manager

Job Responsibilities:

1. Support implementation of trauma-informed school model by working with administration, teachers, and staff to promote best practices of the model.
2. Model trauma-informed actions in classrooms on a daily/weekly basis.
3. Support the trauma-informed development of all teachers in understanding the *Trauma-Informed School Model* text.
4. Review behavioral and attendance records with teachers to identify trends, patters, and avenues for building stronger student relationships.
5. Work to foster a sense of positive community among students, staff, stakeholders.
6. Build strong relationships with teachers, administrators, and other coaches.
7. Provide direction and coordination for how the trauma-informed school model is implemented consistent with Project AWARE efforts and best-practices
8. Create an articulated schedule with building administration.
9. Assist staff in understanding Project AWARE goals and objectives.
10. Provide technical support to collaborative teams within buildings.
11. Assist teachers with resources, materials, tools, information, etc. to support trauma-informed school classroom implementation and planning, including new resources.
12. Support teachers and administrators in using data to improve trauma-informed practices.
13. Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
14. Informally observe (non-evaluative) classrooms and practices and provide feedback for a staff member's professional growth and students' success.
15. Develop staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
16. Develop implementation plans with teachers to ensure trauma-informed environment.
17. Utilize Adult Learning Theory to motivate adult learners to improve professional practice.
18. Provide job-embedded informal professional learning beyond the coaching responsibility.
19. Submit a weekly coaching log and any pertinent data requests/coaching documentation.
20. Other duties as assigned.

Qualifications:

1. Candidate possess a valid service license (social work, counseling, etc.).
2. Demonstrated background working with at-risk youth preferred.
3. Background working in schools preferred.
4. Experience motivating, inspiring, and managing others.
5. Solid organizational skills including attention to detail and multi-tasking skills.
6. Ability to multi-task under time constraints.
7. Excellent written and verbal communications skills.
8. Strong working knowledge of Microsoft Office, especially Word and Excel.
9. Ability and flexibility to travel to required meetings.

Amount of Travel Required:

Up to 15%

Salary Range:

\$45,000 to \$51,000 (depending on qualifications and experience) plus benefits

Hours:

7.75-hour workday, full time employment