



Summary

Job Title: Leader Valley Coach

Department: Operations

Summary: The **Leader Valley Coach** position is responsible to serve as a liaison to PreK-12 schools with a focus on the following responsibilities: coordinating, developing and facilitating educator, student, parent and community workshops; providing coaching support to schools; developing and strengthening school and community partnerships that advance Leader Valley's mission.

Reports To: Leader Valley Director

Status: Exempt, Full-Time

Key Responsibilities

Facilitation

35%

- Coordinate, develop and deliver educator, student, parent, community, and business workshops.
- Engage in ongoing Leader in Me and business offerings facilitator certification opportunities.
- Utilize workshop feedback to enhance future offerings.

Coaching

35%

- Provide coaching support to schools, leadership teams, administrators, and action teams.
- Engage in ongoing Leader in Me implementation and executive coaching certification opportunities.
- Provide certified coaching support through a practice, feedback, reflection loop.
- Create, monitor, and refine the action plan development and implementation for individual Leader in Me schools.
- Provide programmatic and professional development supports to move all Cedar Valley schools through the Leader Valley Readiness model, from exploration and onboarding to implementation and Lighthouse milestone.

Strategic Partnerships

15%

- Develop partnerships that advance programmatic or workshop needs for educators, students, parents, higher education, nonprofits, and businesses.
- Create and maintain relationships with district and building level administrator teams.
- Create and maintain relationships with business, educators, and parents in the community.
- Identify opportunities to embed Leader in Me into existing district, higher education, community, and business events.
- Coordinate Leader in Me events and community-level student leadership opportunities.

Other Duties As Assigned

15%

- Assist with special projects, fundraising, and Leader Valley Council activities.
- Collaborate with Leader Valley Director to implement programmatic changes.

Total 100%

Core Values

Servant Leadership	20%
<ul style="list-style-type: none">• Believes leadership is for everyone• Models positive leadership• Focuses on the strengths of others and creates opportunities for them to display their leadership• Possesses a heart for serving others	
Human Connection	20%
<ul style="list-style-type: none">• Believes in the power of diverse relationships• Balances courage and consideration in relationships and situations• Listens empathically• Exhibits high trust behaviors• Celebrates differences and seeks out diverging viewpoints	
Integrity	20%
<ul style="list-style-type: none">• Believes authenticity is best and character matters• Practices what we teach• Values doing what is right• Is a responsible steward of resources	
Lifelong Learning	20%
<ul style="list-style-type: none">• Believes learning is an ongoing journey• Possesses a growth mindset• Is coachable and resourceful• Invests in the development of others	
Facilitate Change	20%
<ul style="list-style-type: none">• Believes challenges are opportunities to improve• Recognizes needs as they emerge• Embraces and proactively responds to change• Is solutions-oriented and takes initiative	
Total	100%

Requirements

The successful candidate will possess the following:

- Bachelor's degree in education or a relevant field; Master's degree and education leadership experience preferred or equivalent formal professional training for this role
- Relevant experience in a training or development coordinator role, preferably in a related industry
- Demonstrated ability to implement training and development programs throughout the organization
- Demonstrated track record of setting and achieving workshop objectives
- Demonstrated ability to use participant feedback to improve the training programming and curriculum
- Demonstrated ability to foster and manage business, education, and community relationships
- Demonstrated ability to coach for impact with participants

This position description identifies the major responsibilities of this position. Leader Valley team members may be required to perform other duties as assigned, to assist with executing the organization's business model, and to promote the organization's culture, mission, and values.

APPLICATION PROCESS

Please submit the following application materials:

- 1) Letter of application addressing:
 - a. your interest in this role
 - b. how your skills, dispositions, and preparation have equipped you for this role
 - c. how you align to the Leader Valley values noted above
- 2) Resume showcasing your experience and impact
- 3) A minimum of 3 current references

All applications materials must be submitted in full by July 13, 2022 for consideration. Please submit application materials electronically to:

Dr. Melissa Reade
Leader Valley Director
melissa@leadervalley.org