

ERG Coach Job Description

General Purpose:

To coach teachers within a job embedded process at the school and district levels

Main Job Tasks and Responsibilities:

- Establish and communicate clear objectives of the project to teachers and administrators
- Work collaboratively with fellow ERG's, teachers, administrators and students
- Prepare model lessons
- Provide a variety of learning materials and resources to teachers in ERG projects
- Identify and select different instructional resources and methods to meet teachers' varying needs
- Observe teachers while in the act of teaching
- Provide appropriate feedback to teachers related to the project (written and verbal)
- Encourage and monitor the progress of teachers in projects
- Maintain accurate and complete ERG records of teachers being coached
- Create resources for teachers when needs arise
- Participate in ERG events, training and development work
- Use relevant technology to support ERG projects
- Communicate necessary information regularly to teachers, administrators, ERG contact person
- Keep up to date with developments in subject area, teaching resources and methods relevant to the project with which you were hired
- Maintain awareness of opportunities for new ERG business
- Grow the reach of ERG in schools and school systems

Key Skills and Abilities:

1. Exceptional written and oral communications skills
2. Specialized knowledge in the area assigned by ERG (reading, writing, math)
3. Knowledge of Common Core State Standards
4. Knowledge of relevant technology skills

Required Prior Education and Experience:

- Master's Degree in education or related field
- Relevant teaching experience
- Self education in the specialized area of interest

Other Requirements:

- Willingness to travel if contracted
- Job shadowing
- Sales or business experience considered a plus

Personal Qualities:

- Ambitious - Keeps up with current literature in the area of work they are interested in and/or assigned to with ERG
- Analytical - Perceives personalities/relationships/situations easily and draws conclusions
- Competent- Work is acceptable/proficient and deadlines are met
- Conscientious - Cares about the quality of work he/she is doing
- Cooperative - Does part in team assignments and stay united
- Diplomatic - Copes with difficult situations involving people appropriately
- Discreet - Deals with confidential materials carefully
- Efficient - Plans time and tasks well
- Leadership Abilities - Is able to coordinate and manage ERG projects
- Level Headed - In control of self
- Loyal - maintains ERH philosophies while working on ERG projects
- Observant - Can figure out situations easily. Has heightened awareness of surrounding. Remembers names, situations etc.
- Open Minded - Adapts well to change. Actively listens to others ideas
- Patient - Works calmly with people even in frustrating situations
- Resourceful - Can see what needs to be done without being told
- Articulate - Communicates clearly and effectively