



ASSISTANT DIRECTOR/LEAD COACH TRAUMA INFORMED SCHOOLS PILOT

JOB SUMMARY:

The Assistant Director position is a two-year grant funded position, with the potential for extension, with Los Angeles Education Partnership. This position reports to the Project Director.

This project is designed to support and implement a trauma-informed school environment in selected K-12 schools both within and outside of California through a partnership with Kaiser Permanente. A central component of this project's approach to a trauma-informed school environment is to embed practices at each school that prioritize the wellness of school employees in order to improve their overall health and wellness. This frame helps schools to support and retain quality teachers and staff by improving their resiliency and health, while also improving schools' overall climate. The coaches will provide critical thought-partnership, professional development, facilitation and consultation to school staff to support the school's development of mindsets, systems, practices, strategic planning, interventions and partnerships needed to effectively develop trauma-informed schools and systems that support student and staff well-being and resilience.

This position is responsible for assisting the project director in ensuring the successful implementation of this 2-year pilot initiative by leading the team of 4 coaches and providing coaching support to schools. Specifically, this individual will be responsible for the planning, design and facilitation of staff development in order to implement the LAEP curriculum and develop the skills and capacities of our team of coaches. And, as part of the launch of this pilot project this position will also provide coaching support for three participating schools including classroom and school team consultation, leadership coaching, professional development, and coaching to implement a trauma informed approach and ensure successful program implementation.

RESPONSIBILITIES:

Project Implementation and Staff Development

- Assist Project Director leading successful implementation of initiative, including as a collaborative thought partner and sounding board
- Assist Project Director in recruiting, hiring, training, supervising, evaluating and supporting staff at all levels.
- Assist Project Director with reviewing and adapting curriculum and model based on learnings from implementation
- Design and provide professional development to project staff
- Lead monthly group learning and collaboration network meeting with all school sites in the pilot using virtual technology
- Lead monthly coaches' collaborative meetings
- Assist and support Project Director with project management (budget, evaluation, deliverables)



School Site Implementation:

- Work collaboratively with the school staff and community partners to implement a comprehensive trauma-informed approach to address both preventative and responsive measures for students.
- Design & facilitate dynamic, sequential professional development that supports a consistent implementation throughout the school year to all school staff.
- Engage school administrators and staff in ongoing consultation and coaching that is reflective, responsive, supportive and contextual and promotes sustainable trauma-informed mindsets, systems, practices and school-community partnerships
- Provide individualized, classroom-based coaching to support teachers in building supportive relationships with students and implementing and sustaining trauma-informed practices that promote student success and empowerment.
- Coach additional school personnel to support in implementing and sustaining trauma-informed practices.
- Work with administrative district, union, and school leadership staff to ensure that policies and procedures reflect an understanding of the role of trauma in student behaviors.
- Design and lead monthly in person site visits for each site
- Facilitate ongoing technical assistance for assigned school sites via virtual and written communication
- Participate in required evaluation activities associated with the project
- Build the capacity of school sites to use data to inform decision making
- Participate in LAEP professional development and other opportunities for professional growth

QUALIFICATIONS AND EXPERIENCES:

- Demonstrated strong leadership in a collaborative, supportive environment
- Experience developing and facilitating professional development trainings and awareness of adult learning theories and ability to apply adult learning principles when coaching school-based professionals
- Demonstrated success working in a K-12 school environment, prefer experience in urban schools or settings
- Knowledge and proven experience in effectively providing teacher consultation, classroom coaching and/or leadership coaching
- Ability to demonstrate effective skills in group facilitation, managing teams/groups, organizational dynamics, and consensus building.
- Knowledge and awareness of trauma (social, historic, behavioral and how that relates to school culture), resilience, adverse child and community experiences, school climate, school mental health frameworks (PBIS, MTSS, ISF), Social Emotional Learning concepts
- Ability to quickly establish and maintain cooperative and effective professional relationships, build trust in a limited time, and engage with a broad range of school-based staff and community partners around building a trauma sensitive culture



- Demonstrated success in working with students and families of diverse backgrounds
- Cultural awareness and ability to navigate and promote sensitivity with issues of race and equity and knowledge of racial equity and racial justice in the context of public education
- Excellent communication and interpersonal skills with the ability to communicate clearly and concisely, both orally and in writing, to a broad range of audiences.
- Comfort using tools and methods to optimize support for a remote staff (distance learning technologies, creative use of video, virtual meeting technologies, etc.)
- Excellent project management skills, ability to balance multiple priorities with proven ability to anticipate challenges, solve problems and maintain a calm demeanor in high-pressure situations
- Strong analytical, time management, organizational and interpersonal skills
- Knowledge and/or experience with change management as it relates to positive organizational change.
- Instructional or leadership coaching experience preferred
- Cognitive Coaching and/or Adaptive Schools trained (or similar) preferred
- Bachelor's Degree required; Master's Degree in Education or Social Work fields preferred
- Ability to travel, regionally or nationally depending on assigned school locations

Physical and Mental Requirements:

- While performing the duties of this job, the Assistant Director is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; and climb stairs.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift and carry up to 20 pounds

Licensing and Certification Requirements:

- Daily driving could be required, must provide own vehicle, valid Driver's License and proof of full vehicle insurance coverage;
- Negative tuberculosis screen (required);
- Must pass criminal background check.

Compensation:

Salary range \$90-95,000/yr., excellent benefits, including medical, dental, vision, retirement plan and Personal Time Off (PTO).

If you are interested, please send a cover letter and resume to laepjobs@laep.org with 'Assistant Director' in the subject line



LOS ANGELES
EDUCATION
PARTNERSHIP