



## Job Description

**Job Title:** COMPASS Continuous Improvement Coach (205 Duty Days)

**Supervisor:** COMPASS Regional Supervisor

**About NESC:** The Northeast Service Cooperative helps build, sustain and recreate rural infrastructure and enterprise. Nationally recognized as a leader in innovation – including education, technology, health care and economic development – NESC serves member schools, cities, counties, health providers, government agencies, service agencies, development authorities and others (Minnesota Statute 123A.21). An independent, regional, public initiative, NESC develops and delivers its services through collaboration between and among staff, members and colleagues as well as public and private partners.

**Job Summary:** COMPASS is the Collaborative Partnership to Advance Student Success and is a partnership between the Minnesota Service Cooperatives and the Minnesota Department of Education. The Continuous Improvement Coach is a key member of the COMPASS Regional Teams, focusing on strategic planning, leadership development, and coaching to support schools and districts identified through the Minnesota State Accountability system. This role focuses on providing direct coaching and support to district and school leadership teams, helping to implement evidence-based practices and drive continuous improvement. The Continuous Improvement Coach ensures that school-level efforts are aligned with district-wide goals, promoting coherence across all levels of the education system.

### Statewide Team Responsibilities:

- Collaborate with the COMPASS School Improvement Supervisor, Statewide Improvement Coordinators, and Continuous Improvement Leads to support the implementation of federal ESSA school improvement guidelines, documentation, and reporting requirements.
- Contribute to statewide initiatives by sharing insights and data collected from district and school-level support, informing progress on state and regional school improvement goals.
- Develop and maintain expertise in school improvement, the MnMTSS framework, and culturally responsive practices through required training and professional development.
- Engage with state educational partners, including the Minnesota Department of Education, to align district and school-level strategies with broader educational initiatives.

### Regional Responsibilities:

- Collaborate and coordinate support with other regional COMPASS staff to align supports within districts.
- When applicable, align support with Continuous Improvement Leads to ensure a systematic approach to continuous improvement within districts.

- Support regional efforts by participating in meetings and collaborating with other team members to address common challenges and share best practices.

**District and School-level Responsibilities:**

- Work closely to ensure a systematic approach to continuous improvement within districts where school-level action plans are aligned to district goals.
- Provide job-embedded coaching to district and school leaders and leadership teams, helping them develop and execute MnMTSS Continuous Improvement Action Plans.
- Guide districts and schools through the continuous improvement cycle, including conducting comprehensive needs assessments, implementing evidence-based practices, and monitoring progress.
- Support the development of effective district and school leadership teams, fostering collaborative environments that use data to drive decision-making and improvement.
- Assist schools in aligning their action plans with district-wide goals, ensuring coherence and consistency across the education system.
- Collaborate with district and school staff to identify and address specific areas for improvement, providing tailored support and resources as needed.
- Build capacity of district and school staff, focusing on continuous improvement processes, data-driven decision-making, and the implementation of the MnMTSS framework.
- Collaborate with district and school leaders to monitor and adjust action plans based on data-driven insights and district-aligned outcomes.
- Facilitate communication between school and district leadership to ensure consistent understanding and execution of improvement efforts.

**Competencies:**

- Extensive experience in K-12 education, with a solid understanding of pedagogy, best practices, and adult learning principles.
- Strong coaching and facilitation skills.
- Proven ability to address educational inequities through the effective implementation of evidence-based practices and continuous improvement strategies.
- Adaptability to diverse district and school contexts, with a collaborative approach to building partnerships with school leaders and educators.
- Exceptional organizational skills, creativity in problem-solving, and proficiency in both written and verbal communication.
- Capacity to build open, authentic, and effective relationships with educators and educational partners.

**Education and Experience:**

- **Required:**
  - Bachelor's degree in education or a related field.
  - Minimum of five (5) years of experience in a PreK-12 school system.
  - Valid MN Driver's License.

- **Preferred:**

- Advanced degree in education or a related field (e.g., school administration, curriculum and instruction).
- Experience in school leadership roles.
- Leadership-related or administrative experience.
- Current administrative license.

**Environment & Physical Demands:** This role operates in a hybrid office environment, requiring standard office tasks such as using computers and phones, and frequent travel to schools for on-site support and coaching. The position may also involve setting up and tearing down for events, including lifting up to 30 lbs., and standing or carrying items for short distances as needed.

**Duty Days and Expected Hours of Work:** This 205-day position's working hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Regular travel to schools, educational events, and occasional events outside of typical work hours are expected.

**Other Duties:** This job description provides an overview but is not comprehensive. Duties, responsibilities, and activities may evolve and change at any time without prior notice.