

Job Overview

[Inflexion](#) is building a professional community of educational coaches who represent diverse backgrounds, experiences, and perspectives. We are looking for coaches for the 2023-24 school year who are passionate about supporting and challenging school leaders to achieve transformational change within schools.

Our program, [Portico](#), is an online community for school leaders who are committed to revolutionizing student learning engagement, connections with educators, and life readiness for every student. Portico Executive Coaches are “critical friends” and thought partners for the school leaders with whom they are paired. Individuals in this role are supportive, empathetic, good listeners, speak candidly, and provide constructive feedback about areas of need to the school leaders they work with. Foundational to our coaching model is the Inflexion Approach. The Inflexion Approach is rooted in organizational theory and recognizes the critical role identity plays in developing schools and systems that serve all students well. Specifically, identity informs the types of structures needed to support learning environments capable of ensuring readiness.

Essential Qualifications

The requirements listed below are representative of the essential knowledge, skills, and abilities for this role:

- K-12 administrator experience; experience as school principal (5 year minimum) with a proven track record of raising student achievement.
- Demonstrated expertise in facilitating, coaching, assessing school leaders' needs, and generating innovative ideas to solve persistent challenges.
- Strong facilitation skills and demonstrated knowledge of adult learning principles.
- Commitment to public education, social justice, and equitable outcomes for all students.
- Experience in a variety of school settings, including different grade levels and geographic locations).
- Ability to organize, host, and facilitate virtual meetings using Zoom.
- Ability and willingness to learn and navigate new technology.

Essential Functions

Coaches will have monthly virtual one-on-one coaching sessions with assigned school leaders and facilitate a monthly cohort group session using Portico concepts as a way to guide administrators in aligning systems with a clear vision for readiness.

Leading for Equity

- Have and/or develop a strong grasp of core Portico concepts (e.g., identity, vision for readiness, effective/shared leadership) and help principals connect these concepts to the work in their buildings. Building and sustaining student-centered environments is central to leading for equity in the Portico community.

- Have courageous conversations with school leaders as they work to create school environments that provide each student with an engaging and relevant educational experience.
- Identify and support opportunities for school leaders to listen to students and families and include them in decision-making. The goal is to support educators in providing students and families more autonomy over their education.
- Identify and disrupt norms, patterns, and structures that marginalize others.

Influencing

- Inspire and guide the actions of assigned school leaders.
- Use different coaching styles (e.g., consultative, facilitative) and take different approaches based on the needs of different school leaders.
- Focus on an individual's strength as a way to encourage personal and group excellence.
- Communicate clearly by succinctly putting thoughts into words.

Strategic Thinking

- Use systems thinking to approach problem solving; look for ways that one part of a system affects other parts and where alignment can take place within the whole system.
- Ask questions that allow others to think about their decisions from different perspectives, i.e., take an inquiry-based approach.

Executing

- Provide school leaders with resources and supports aligned with Portico concepts.
- Use different strategies to help “unstick” school leaders so they can overcome obstacles.
- Identify a direction, follow through, and make the corrections necessary to stay on track.
- Adjust next steps when pivoting to ensure effective implementation of Portico concepts.

Relationship Building

- Take initiative to learn the name, face, story, and strengths of each partner school leader.
- Listen and respect what school leaders and coaches share in confidence.
- Recognize and cultivate potential in others by noticing small improvements and identifying evidence of progress.
- Communicate regularly and openly with Inflexion staff regarding time commitments, scheduling, and needs to help support school leaders.

Time Commitment

The position is generally a part-time, hourly, limited-term duration position lasting one school year (August-June). Some executive coaches may coach one cohort of leaders (5-6 administrators) where others may have multiple cohorts. The estimated breakdown of the time allocation for each element of Portico is as follows:

<i>Training and Onboarding (Spring/Summer)</i>	<i>Estimated Time Allocation:</i>
<i>Onboarding:</i> Engage in self-lead learning through a series of virtual modules focused on foundational concepts of Portico. Become familiar with the Portico community website, which is used by coaches to create meeting agendas, share resources, and communicate with administrators and coaches.	20–25 self-directed hours; additional webinars or office hours will be offered to support this learning.
<i>Coach Training:</i> Attend a two-day in-person training (June).	2 days + travel
<i>Ongoing Monthly Responsibilities (August - June)</i>	<i>Estimated Monthly Time Allocation: (13–15 hours per cohort)</i>
<i>Copilot:</i> Lead individual coaching sessions focused on practical issues faced by school leaders and the research-based principles underlying the Portico community to support a school’s unique context.	1.50 hours/month per assigned administrator (1 hour per meeting + .5 hours of prep)
<i>Counterpart:</i> Facilitate monthly principal cohort meetings with 5-6 school leaders to tackle challenges faced by administrators.	1.50 hours/month per assigned cohort (1 hour per meeting + .5 hours of prep)
<i>Crowdsource:</i> Join peer led webinars designed to elevate and disseminate the real-world work of exceptional schools and school leaders.	1 hour/month; variable participation depending on coach experience and needs of assigned cohorts
<i>Coach Calibration:</i> Engage in professional development and coach calibration sessions with other Portico coaches.	1 hour/month
<i>Coach & Portico Facilitator Check-In:</i> Meet with assigned Portico Facilitator (a full-time Portico team member). Facilitators will support coaches in monitoring progress of assigned schools, developing Counterpart agendas, managing communications, and general coaching support.	1–2 hours/month

Working Conditions: Fully remote

What We Offer

Executive coaches receive \$1,250 per month, per assigned cohort (a cohort consists of approximately 5-6 administrators) from August - June. Coaches will also receive additional payment for training hours in the spring/summer. Limited-term duration employees are not

eligible for Inflexion benefits like paid vacation, holiday pay, or retirement benefits, but may qualify for sick leave benefits required by the state in which they work.

Inflexion is an Equal Employment Opportunity Employer

Inflexion provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability, or any other protected status. This policy applies to recruitment, placement, promotion, training, transfer, retention, rate of pay, and all other details and conditions of employment. Grievances should be brought to the Chief Executive Officer or Inflexion Board of Directors.

Employment is contingent upon successful completion of a background investigation, including criminal history and identity verification.