



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Instructional Coach-Special Education

Department: Instructional Services Team

Location: As Assigned

Reports To: Program Administrator

FLSA Status: Exempt

Bargaining Unit: Licensed, NWEA

Compensation: Licensed Salary Schedule

Workdays: 210

Prepared Date: 9/2025

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

This Instructional Coach position is responsible for supporting and assisting school administration in mentoring Special Education teachers in component districts, instructional program, and professional development at the organization and program level as needed.

The Instructional Coach works to foster a positive, inclusive learning climate by ensuring the systematic improvement of instruction and effective multi-tiered systems of support. The successful Instructional Coach is committed to educational equity and anti-racism, uses best-practice research in designing learning activities, understands improvement science methodologies, is highly motivated to ensure that every child in the schools has true access to relevant and rigorous educational opportunities, and brings a growth mindset to the work of pedagogical and systems improvement.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum Bachelor's degree in Special Education or a related field with a minimum of five years' experience in Special Education, required. Master's Degree preferred.
2. Valid Oregon teacher's license with appropriate subject area endorsement.
3. Experience leading MTSS and PBIS efforts.
4. Experience as a Behavior Specialist, Special Education or General Education Teacher.
5. Experience providing mentoring and coaching to support adults.
6. Familiarity with a variety of age-appropriate instructional, assessment, and student

management strategies that reflect current research on best practices.

7. Knowledge of state and federal special education laws and of student and staff rights
8. Experience in program development for special student services preferred.
9. Valid driver's license, vehicle available for use on the job, and accompanying automobile insurance

KNOWLEDGE, SKILLS, and ABILITIES:

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias
2. Ability to exhibit professionalism and effective human relations.
3. Confer regularly with immediate supervisor.
4. Proficient in the use of computer and internet-based applications, including but not limited to email, internet software, Google Suite, and word processing (MS Word).
5. Working knowledge and experience in development and implementation of Individual Education Plans (IEP).
6. Effective verbal and written communication skills, with the ability to collect, analyze and interpret different types of student data, and to use information to inform and support student instruction.
7. Ability to work with minimal supervision, communicate clearly, and prioritize and manage multiple projects.
8. Experience in the education of children who exhibit behavior and emotional disorders, including effective strategies for managing behavior.
9. Working knowledge and experience in development and implementation of Behavior Support Plans.
10. Observe laws, NWRESD policies and procedures, and professional standards for this position.
11. Respect confidential information and the privacy of students, staff, and families.
12. Collect, record, store, retrieve, assimilate, organize, and utilize information and records electronically and by using traditional methods.
13. Develop job skills necessary to meet changes in the position.
14. Maintain personal appearance and hygiene appropriate to the position as defined by the NWRESD.
15. Meet applicable physical ability/health and safety guidelines for the position.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Annually pass the NWRESD's required online training by the designated due date

- B. Follow established protocol for reporting absences
- C. Maintain current licenses and/or certificates required for the position
- D. Clearly and consistently models, teaches, and supports expectations for students and appropriately intervenes
- E. Assist staff and families in developing student behavioral expectations and assist in the planning, development and implementation of individual student educational plans and intervention strategies
- F. Promote an orderly school environment and adhere to state, district, and federal laws and guidelines to keep students healthy and safe
- G. Apply data to support students, maintain accurate records, and possess knowledge of various types of interventions
- H. Engage in and assist with ongoing professional development, and are knowledgeable about legal and ethical issues
- I. Communicate effectively with all populations and seek input from others in decision-making
- J. Seek appropriate leadership roles and collaborate with others to ensure student and school growth
- K. Serve as a resource to mentees in dealing with classroom management issues
- L. Assist mentees in organizing school-wide assessment/student data collection and improving student success
- M. Support the Supervisor to execute the goals and action plans aligned to the NWRESD strategic plan
- N. Coordinate and foster relationships between regional mentors, department colleagues, and component district administrators
- O. Other duties as assigned by the program administrator

WORKPLACE EXPECTATIONS:

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities

- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites required. NWRESA supports 4 Counties (Clatsop, Columbia, Tillamook and Washington) and 20 School Districts.

Required Physical Demands of Essential Functions and Responsibilities:

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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If

accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds and/or run after students to maintain safety.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.