

Race 2K
Process Coach

The Race 2K project, a grant-funded project of the Parent Information Center and funded by the NH Department of Education, Bureau of Special Education is seeking Process Coaches to provide the services described below to Community Collaboratives and/or site-based leadership teams participating in iSocial. For more information on iSocial, please visit https://www.education.nh.gov/instruction/special_ed/isocial/index.htm

1. Responsibilities

Using the Active Implementation Science Frameworks, Process Coaches work with Community Collaboratives and site-based Leadership Teams to create and implement an action plan. This plan guides team efforts to improve social emotional outcomes for children ages birth – five, including children with disabilities. Process Coaches facilitate and support teams to build system capacity which ensures effective implementation of the evidence based practices that support children’s social-emotional growth and development. Process Coaches guide and support teams to coordinate training and coaching opportunities for practitioners, use data to inform and improve practice, engage stakeholders, and build Leadership Team capacities to address challenges. Specific responsibilities include:

- Serve as a facilitator in the development and implementation of a community and/or site based action plan using the Active Implementation Science Frameworks
- Attend monthly Community Collaboratives and/or site-based leadership team meetings
- Provide facilitation, coaching and other direct support as necessary to support readiness and commitment of all stakeholders
- Serve as a liaison to facilitate the feedback loop from the Community Collaboratives and/or site-based leadership team to the iSocial State Leadership Team (ensure two-way communication)
- Participate in monthly Process Coach Meetings in Concord
- Participate in coaching sessions related to the Active Implementation Frameworks
- Participate in training events as appropriate
- Participate in iSocial Learning Collaborative meetings, webinars or conference calls

2. Minimum Requirements

- Bachelor’s Degree in Education or related field
- Extensive experience with systems change work
- Strong facilitation skills
- Effective oral and written communication skills
- Ability to organize and prioritize work
- Comfortable with mediating divergent views
- Experience working with groups and individuals with a variety of learning and communication styles
- The ability to work with representatives from NH DOE, community and school district personnel, and families
- Experience in early childhood education or administration, preschool special education, family centered supports and services, or special education administration preferred

3. Commitment and Compensation

Process Coaches are contract positions and are compensated at \$65.00 per hour, to include travel time. It is estimated that this position is approximately 15-hours a month.

4. Application Procedures

Please submit the following to Michelle Lewis at mlewis@picnh.org or Parent Information Center, 54 Old Suncook Road, Concord, 03302-2405 by August 17, 2018.

- A letter of interest detailing professional and education experience as related to the stated Minimum Requirements of this job description;
- A current resume detailing relevant job experience as it relates to the stated Minimum Requirements;
- 3 Letters of References

5. Evaluation of Applications

All applications will be reviewed by Race 2K staff and members of the NH Department of Education, Bureau of Special Education, as appropriate. Interviews will be conducted. The Parent Information Center is under no obligation to interview applicants.