



## **Job Posting**

**Position Title:** Director of Coaching

**Reports To:** Executive Director of Literacy

**Location:**

Tennessee Department of Education  
Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243

**Position Description:**

The Director of Coaching will lead and support the strategy and programming of the department's statewide literacy coach initiative. This position will also work closely with other teams that lead coaching work to ensure a shared vision and alignment across all department coaching projects.

**Position Role and Responsibilities:**

- Recruit and select 16 Reading Coach Consultants
- Supervise and support 16 Reading Coach Consultants located in each of the Tennessee Centers of Regional Excellence
- Maintain thorough and accurate plans and records and communicate these effectively with stakeholders; monitor the effectiveness of the coaching program
- Support content development for Reading Coach Consultant training and ongoing programming, including partnering with external vendors
- Gather data on coaching policies and practices as well as data on the implementation of the coaching initiative; analyze data and propose recommendations for improvements; implement changes when approved
- Plan and execute events, including the coordination of logistics
- Support the IFL Math Coaching Project, with specific attention to identifying and assessing the impact of shared practices

## Executive Service Hiring Instructions

- Partner with other divisions on coaching projects; document consistent department-wide practices related to coaching and propose recommendations for universal practice and monitoring
- Create and share materials with various stakeholders that outline best practices in instructional coaching; explore possibilities for refining the ways instructional coaches are supported and evaluated
- Participate in professional learning opportunities and other state, regional, and local meetings as assigned

The ideal candidate is a self-motivated and detail-oriented leader with a strong background in instructional coaching and literacy. Candidates should be passionate about improving instructional effectiveness and believe in the potential of students, teachers, and districts.

### **Qualifications:**

- Master's degree required in relevant field
- Experience as an administrator or instructional coach, with a record of success achieving clearly-defined outcomes
- Strong knowledge of best practices for instructional coaching
- Knowledge of literacy content and pedagogy, PreK-3 literacy preferred
- Significant project management experience
- Experience managing teams
- Excellent organization and ability to meet deadlines; strong detail orientation
- Very strong oral and written communication skills
- Ability to build positive relationships with diverse team members and stakeholders
- Some travel is required, must have a driver's license
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Judgment
- Courage
- Teamwork

### **Salary and Benefits:**

## Executive Service Hiring Instructions

The annual salary for this position is competitive and is commensurate with qualifications. A comprehensive benefits package is included.

### **To Apply:**

Please email a resume and cover letter to [Edwina.Fanning@tn.gov](mailto:Edwina.Fanning@tn.gov). Questions concerning this post may be directed to [Karen.Hollett@tn.gov](mailto:Karen.Hollett@tn.gov). Closing date for applications is April 8<sup>th</sup>.

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