



PRAIRIE SEEDS ACADEMY

"Molding Future Generations"

JOB DESCRIPTION IMPACT COACH

ORGANIZATIONAL DESCRIPTION

Prairie Seeds Academy is a K-12 public charter school located in Brooklyn Park, Minnesota. Our teachers and staff work very hard to create and sustain a warm, safe and productive atmosphere for learning. We are committed to the pursuit of providing high-rigor academics along with encouraging our students to be global thinkers and learners. With today's diversity, we want our students to adapt successfully to change, be life-long learners, and care and understand others. We want our students to be prepared for the world so they can become a contributing member of society.

Vision Statement: Our PSA Community members are inspired global thinkers, who will understand the importance of inquiry, lifelong learning, intercultural awareness, respect, and adaptability as they become future leaders.

Mission Statement: Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education to develop inquiring, knowledgeable, and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

CULTURE OF LEARNING

PSA believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. PSA must foster a culture of learning that embraces every scholar's strengths to achieve optimal growth and learning. PSA strives to explore ways to strengthen our relationships with our scholars and their families. PSA is committed to building collaborative leadership at an effective capacity among staff, parents and scholars. This is accomplished by changing our behaviors and actions so we can better support our scholars and parents in achieving their academic goals. Employees coming to PSA must share, understand, and implement this culture of learning at all levels of the organization through consistency. By having consistency, we can shift not only the behaviors of our staff, but our students and parents will equally be engaged in the process. PSA seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive PSA's culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Way
4. Understanding How Data Drives Decisions
5. Having High Expectations
6. Creating a Social-Emotional Learning Environment

JOB INFORMATION

Job Title:	Impact Coach
Reports to:	Director of Engagement
Hours:	7:15am – 3:40pm, Monday through Friday
Office Location:	6200 W Broadway Ave N. Brooklyn Park, MN 55428
Salary Range:	DOE



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JOB SUMMARY

Under the direction of Thrive Education and the Director of Engagement, the Impact Coach plays a critical role in enforcing a school culture that embraces positive behavior and promotes a school environment built on positive mental and emotional well-being. The Impact Coach will create, implement, and manage the social & emotional learning module and inspire scholars, families, and staff to recognize positive behavior at all levels of the organization. This includes monitoring, tracking, and reporting student behavior and attitudes in the classroom, hallway, cafeteria, bus, and playground.

The Impact Coach must demonstrate a strong work ethic, have integrity, and is accountable to his/her actions. He/she will align himself/herself with PSA's core principles and understands the unique challenges of an immigrant and refugee community. A successful Impact Coach will also have experience in a high performing fast paced environment.

JOB FUNCTION

Duties of this job include, but are not limited to:

Behavioral Management

- Inspires a school community built on positive behavior and recognition
- Develops positive and professional relationships with scholars and families with the intent to educate families on the values of PSA
- Attends all PBIS training and incorporates PBIS strategies into all levels of the organization
- Establishes and cultivate relationships with staff to empower a positive school culture
- Enforces Lycan's Oath and model it to all scholars
- Holds scholars and staff accountable when the Lycan's Oath is not being followed
- Develops and coordinates all home visits related to behavior & attendance
- Creates a behavioral system that recognizes positive behavior
- Enforce attendance policy in collaboration with operations. Schedule attendance meetings, draft attendance contracts and determine consequences as needed.

Social & Emotional Learning

- Fosters a positive culture of learning that infuses social and emotional learning into the classroom
- Cultivates positive and professional relationships with scholars and families particularly around issues of mental and emotional well-being
- Collaborates with the school Social Worker to identify resources for families
- Tracks, case notes, monitors, and reports on all counseling issues
- Makes recommendations to the Crisis Management Team as appropriate

Security and Monitoring

- Manages the security of scholars and staff within the building
- Oversees the arrivals and dismissals of scholars in the morning and afternoon
- Monitors and ensures the safety of scholars in the hallways and gym during transitions
- Collaborates with the operations team and coordinates on all security drills and putting policies/procedures in place to track and report security breaches.



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SKILLS/QUALIFICATIONS

1. Minimum of a bachelor's degree in a related field preferred
2. Have at least 3 years of experience in an urban setting
3. Proficient technology skills in MS Office and other software/programs
4. Ability to accomplish tasks under pressure
5. Prioritizes and follows through on tasks and assignments
6. Ability to connect and build positive relationships with students, teachers and families
7. Effective verbal and written communication skills
8. Demonstrates ability to manage time and projects efficiently
9. Communicates recommendations and suggestions clearly to all persons
10. Have knowledge of Positive Behavior Intervention & Supports (PBIS) is a plus
11. Have knowledge of best practices and behavior management
12. Serve as a role model for promoting effective instruction and professionalism
13. Demonstrate respect for children, colleagues, parents and school leadership
14. Believe in and support the vision and mission of PSA

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the content of this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (Print)

Supervisor Name (Print)

Employee Signature

Supervisor Signature

Date

Date