

## Leadership Coach and Facilitator - Job Description

The Holdsworth Center is a non-profit educational organization founded and largely funded by Charles Butt, Chairman and CEO of H-E-B. The mission of the Center is to strengthen public schools and improve student outcomes across the state of Texas by focusing on the importance of educational leadership at all levels. The Center will work in partnership with public school districts over a sustained period of time to help tackle their toughest challenges around leadership development, pipeline planning, and strategic talent management.

### Purpose

Leadership Coach/Facilitators will work in a team led by the Senior Manager of Coaching & Facilitation to provide high-quality facilitation during sessions of our Campus Leadership Program (CLP) and on-going leadership coaching for principals. We are looking for Leadership Coach/Facilitators who have significant experience in: 1) facilitating effective adult learning to deliver a consistently high-quality program experience, and 2) delivering a challenging and supportive coaching experience to principals that both helps them make progress on their own leadership goals and serves as a model of outstanding coaching practice. A Leadership Coach and Facilitator must have a strong desire to help our leadership program participants thrive in their careers and lead their organizations effectively for the benefit of the children they serve. Alongside the Senior Manager of Coaching and Facilitation, you will guide cohorts of campus leaders through our comprehensive two-year CLP. The role is part coach and mentor, part facilitator, and part critical friend. We are looking for individuals who share our passion for developing leadership in public education in order to improve the life chances of all students.

As a Leadership Coach and Facilitator, your job will be to support our participants to ensure maximum impact and benefit from their training and the successful implementation of their learning within their school districts. Working with the programs team at Holdsworth, you will help ensure that learning outcomes and objectives for each session of the CLP are met, and that the content delivered through program sessions is part of a coherent and powerful arc of learning. During program sessions, you and your team will need to be able to pull together the themes discussed that day and relate them to the roles of our participants. You and your team will need to bring the group together, navigating challenging interpersonal dynamics, and building a psychologically safe environment where participants can effectively collaborate on a range of issues.

This role is a part-time, contractual role for the next year, with the possibility of becoming a full-time role in the future, if desired. We expect all Leadership Coach/Facilitators to commit to: attending all CLP session dates; providing coaching for principals via telephone or videoconference, and at least one in-person visit; and participating in professional development and networking around coaching and facilitation. A typical contract for June 1, 2018 through May 31, 2019 will include:

- Attendance at the following CLP dates (28 days):
  - 2018 – July 20-25; September 19-22; October 17-20; November 28-December 1
  - 2019 – January 23-26; February 21-23; March 28-30
- Coaching 5-6 principals across the state of Texas twice a month:
  - Twenty 45-minute coaching sessions per principal, plus 45 minutes for prep and/or follow-up notes, which is approximately 30 hours per principal or 150-180 total hours of coaching work over the course of the contract.
- Face-to-face and virtual professional development and networking as a coach-facilitator team (3-5 days).

### Responsibilities

- Establish and maintain key relationships; collaborate with program faculty
- Draw on personal experience and academic concepts to deliver highly engaging and thought-provoking program sessions

- Attend all program sessions and work as a team to effectively facilitate program delivery as needed, helping to drive coherence and meaning across the curriculum
- Support overall curriculum design and development of leadership programs
- Assist with the preparation of all instructional materials including presentations, handouts, etc. for each learning session and/or event
- Provide leadership coaching to principals participating in the Campus Leadership Program
- Continuously work to improve the coaching skills of yourself and the team and support processes for assuring all coaching delivered through Holdsworth is of the highest quality
- Work with talented, mission-driven peers in a fast-paced, dynamic environment

**Desirable candidates will have a range of prior experience and capabilities to include:**

- Experience in a role (any sector) equivalent in scale and scope to this role, supporting the development of leaders of organizations through coaching and programmatic delivery
- Experience delivering high quality adult learning/training and proven ability to facilitate engaging, challenging, and thought-provoking discussion among diverse audiences and to use questioning techniques to identify solutions and actions rather than taking a wholly directive approach
- Experience in leadership development and/or adult learning either in an education or corporate setting
- Understanding of and ability to provide differentiated feedback based on adult developmental stages of growth
- Ability to synthesize complex information and topics and create clear and compelling instructional materials
- Working knowledge of the education landscape in Texas, including knowledge of the context within which our participants work
- Ability to encourage a commitment to action and the development of lasting personal growth and change
- Ability to manage group dynamics and to create discussion and collective input

**Personal Qualities**

- Commitment to the mission of the Holdsworth Center
- High level of emotional intelligence, interpersonal skills, and openness to receiving feedback from peers and Holdsworth staff
- Self-motivated and reflective with a commitment to lifelong learning
- Belief in coaching, developing, and empowering others
- Ability to inspire and motivate
- A strategic and systemic thinker, able to draw new insights from complex information and issues
- Ability to work collaboratively to facilitate training sessions in partnership with other faculty and experts
- Credibility with program participants, faculty/experts, and our partner organizations
- Ability to work well in a team environment, establish good rapport at all levels of the organization, and work with and relate to people from diverse backgrounds
- Effective oral and written communication skills
- Superb time management and organizational skills; the ability to independently manage multiple events at one time at a rapid pace; demonstrated ability to be thorough, with strong attention to detail
- Flexibility; ability to adapt to an ever changing, growing organization
- Self-motivated individual who demonstrates initiative without waiting for direction
- Ability to travel for events

### Applications

Interested candidates should submit a current resume and a letter detailing their interest in the work of the Holdsworth Center to [info@holdsworthcenter.org](mailto:info@holdsworthcenter.org) by **March 26, 2018**. Please use a subject line of *Coach-Facilitator Position*. If selected for an interview, next steps in the process are tentatively scheduled to begin during the second week of April.

Pay to be commensurate with experience and demonstrated success.

*The Holdsworth Center is committed to creating a diverse, equitable and inclusive environment. All employment decisions are based on job requirements and individual qualifications without regard to race, color, religion, gender identity and/or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*