Job Description - Role, Duties, and Candidate Profile

Position: Coach, Direct Services, Africa
Schedule: Full-time Contract

Location: Nairobi, Kenya + travel within the region to meet the needs of the position or attend regional events as needed.
Reports to: Africa Director
Term: 11 months; January 8, 2024 - December 8, 2024

About TeachUNITED

TeachUNITED is an international non-profit dedicated to improving student outcomes by bridging the equity gap for teachers. By providing access to coaching and training programs to teachers and administrators in rural and underserved communities, we empower educators where the disparity is most acute. A rapidly growing organization, TeachUNITED reaches thousands of teachers and children with a goal of improving education for 3 million students by 2030.

The Direct Services Coach, Kenya, will lead TeachUNITED's work in training teachers at partner schools in the TeachUNITED curriculum to increase reach and impact. The Direct Services Coach will also assist the Africa Director of Programs and M&E Associate in coordinating data collection and reporting.

Roles and Responsibilities

Responsibilities

- Educational Activities: You will train teachers and support Teacher Trainers/Coaches in TeachUNITED's teacher training program using our online curriculum and conducting virtual coaching meetings, occasional school site visits, managing small group Professional Learning Communities (PLCs), and supporting data collection as required.
- Team Communications: You will ensure timely and consistent communication with Instructional Coaches, Country Directors, and the Global Operations team striving to respond within 48 hours.
- Communications and Reporting: Communicate and report frequently with fellow TeachUNITED Trainers, Country Director, and members of the leadership team, including weekly updates to work calendar, project plans, reports, virtual meetings, email, etc. You will assist the Operations Manager in tracking and maintaining financial processes and approvals as requested.
- Monitoring & Evaluation Support: Administer assessments, surveys and gather frequent data from school sites in order to evaluate TeachUNITED's success.
- Program Support: Support evaluating possible new school partners and assist in growing TeachUNITED's network. Promote the TeachUNITED program via professional social media, conference presentations, foundation or partner communication, etc. as requested by the Global Operations leadership team.

- TeachUNITED Culture & Values: You will be responsible for applying all TeachUNITED values and policies in your work. This includes (but is not limited to) supporting a safe, welcoming, secure work environment(s), open communication, and promoting honesty, transparency, and integrity. You will actively seek opportunities to support, encourage, engage, and develop your team in support of TeachUNITED's mission.
- Travel Required: Infrequent. You may on occasion visit each school site as implementation schedule dictates. Attend meetings and/or training in other locations, as required.
- Other duties as reasonably agreed upon.

Candidate Profile

Required Experience

- Have excellent verbal and written communication skills, including technical proofreading.
- Are proficient with basic office tools (Google Classroom, Gmail, Microsoft Word, Excel, etc). More advanced spreadsheet skills, familiarity with Salesforce and/or graphic design skills a plus.
- Can achieve results while working independently, and willing to ask for help as needed.
- Excellent follow through on every request; highly organized and detail-oriented.
- Have 5+ years of leadership in coaching or leading teachers.
- Have a deep understanding of global education, experience with travel / living abroad.
- Exhibit excellent interpersonal and intercultural communication skills.
- Passion and positive energy to be part of a non-profit team, willingness to collaborate and lead the development of new programs.

Team Member Profile

- Honest - *integrity and transparency are at the core of who you are, and the work you do*
- Inspired - *passionate about school transformation and supporting teachers*
- Positive & friendly - *creating long-term relationships with staff, teachers, leaders, and government*
- Energetic - *managing up personnel and international projects*
- Initiative - *managing your own time, appointments, and projects*
- Innovative - *creating projects and problem-solving*
- Determined - *creating positive change with a hardworking team*
- Reliable - *consistently ready to support others*
- Technological - *comfortable with technology and help solve problems at school sites*
- Connected - *great reputation and well-connected to school leaders, State Department, national organizations*

If interested, please submit the following to Jobs@TeachUNITED.org

1. Cover letter with salary requirements
2. Resume CV
3. Contact information for three references