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**Title:** Educational Coach

**Department:** Programmes

**Job Type:** Independent Contractor

**Location:** Hybrid

**Reports To:** Programmes Lead

**Functional Reporting Relationship:** Technical Lead

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## **BACKGROUND:**

**Creative Language-Based Learning (CLBL) Foundation** is a non-profit educational initiative endorsed by the Ministry of Education, Skills, Youth and Information (MOESYI), which has pioneered the implementation of sensory, cognitive, and process-based instruction training, specifically Lindamood-Bell Learning Processes®. CLBL is focused on improving children's learning ability by developing a community of early childhood, primary, secondary and special needs educators skilled in delivering differentiated, research-validated literacy and numeracy programmes. The goal is to create a sustainable, system-wide Response to Intervention framework that equips educators in schools throughout Jamaica to provide targeted support across the curriculum and help every learner reach their full potential.

## **JOB SUMMARY:**

The Educational Coach plays a critical role in the strategic and operational execution of the CLBL mission, vision and programme goals. The Educational Coach is an ambassador of the Foundation, developing and sustaining stakeholder relationships and **Comprehensive School Partnerships** within assigned schools. Embedding Lindamood-Bell Learning Processes® and programmes into the school systems, the Coach supports all operational and project activities to ensure that methodologies are applied collaboratively to improve overall educational outcomes.



The Educational Coach will provide active support and guidance to all stakeholders, ensuring the effective development of students' literacy and numeracy skills, including reading, spelling, comprehension, critical thinking and mathematics, while maintaining the fidelity of the Lindamood-Bell® methodology.

## **KEY RESPONSIBILITIES:**

### Strategic Planning & Operational Execution:

- Develops, coordinates and supports the implementation strategy of the Lindamood-Bell Learning Processes® and programmes in collaboration with school leadership, ensuring they are embedded throughout the school's curricula, processes and practices.
- Supports the development and execution of a sustainable operating model for intervention across the education system, ensuring and maintaining the integrity of the Lindamood-Bell Learning Processes®.
- Plans, conducts and participates in year-round instructional Mentor development, workshops for varying stakeholders, year-round job-embedded coaching, and intense practicums such as Summer Learning Sessions – SLS.
- Monitors and oversees that the CLBL project adheres to the objectives stipulated by the stakeholders, participating in the planning, execution and delivery of project deliverables, including project administrative tasks such as scheduling and documentation.
- Actively provides Mentors and Teachers with methodologies and practices to address areas of reading, spelling, comprehension, critical thinking and numeracy, to address the needs of the students.
- Develops instructional teams within the schools that promote peer coaching and collaboration, ensuring teachers are equipped to use Lindamood-Bell strategies in their daily practice and collaborate to sustain these methods while maintaining overall instructional quality.
- Supports the Mentors and Teachers in creating, reviewing, and delivering instructional and lesson plans, monitoring teachers' progress, and reviewing their notes to provide feedback as needed.
- Participates in the training and development of teachers in diagnostic, formative, and summative assessments to differentiate and determine instructional focus and plan for students within the classroom and small group interventions.



- Together with Lindamood-Bell® Consultants and CLBL Mentors, supervise and administer the assessment, scoring, and reporting of pre-and post-tests for students. Using the results, supports mentors in the homogeneous grouping of students and provides program recommendations (Lesson Plans) for classroom and small group interventions.
- Plans, schedules, assigns presenters and assists Mentors in preparing presentations for Professional Learning Communities (PLCs) for participating teachers, colleagues and school officials on the Lindamood-Bell® programmes.

#### Stakeholder & Relationship Management:

- Develops and implements a **Comprehensive School Partnership** with each assigned school.
- Conducts presentations to the MOESYI, school officials, parents, and stakeholders to introduce the CLBL Foundation Literacy and Numeracy Teacher Training Programme, implementation plan, and methodologies.
- Confers with the MOESYI, educational committees, advisory groups, school officials, parents and other stakeholders to establish guidelines for implementing the CLBL Foundation Literacy and Numeracy Teacher Training Programme.
- Participates in committees and conferences to promote and advocate for the CLBL Foundation's mission, programmes and methodologies.
- Assists and supports the creation and management of PLCs, planning presentations and collaborative sessions that expose stakeholders to the Lindamood-Bell® programmes and methodologies. The sessions should further support the stakeholders, creating opportunities for continuous exposure, development and improvement through collaboration and coaching.
- Plans, schedules, assigns presenters and assists Mentors in preparing presentations for PLCs for participating teachers, colleagues and school officials on the Lindamood-Bell® programmes.

#### People Management:

- Directly supervises the Mentors and participating teachers assigned to the Teacher Training Programmes, managing their development and performance.
- Monitors and documents performance management including:
  - Assessing the performance of Mentors and Instructors, creating supportive performance improvement plans.
  - Scheduling and conducting one-on-one coaching sessions with Mentors to provide support and feedback consistent with CLBL practices.



- o Discussing performance of Mentors and participating teachers as appropriate with CLBL team, school officials, other key stakeholders, and/or the MOESYI.
- o Along with the Mentors, observe and evaluate teachers' performance and make recommendations that could strengthen teaching skills and learning of the Lindamood-Bell® methodologies.

#### Reporting:

- Provides weekly, monthly, and ad hoc written and/or oral reports on programme implementation status and data evaluation to the Programmes Lead, the Technical Lead, the Executive Director, and other key stakeholders. Makes recommendations on the project's future goals for distribution to the Board of Directors, Committees, and key stakeholders.
- Drafts and delivers assessments of Mentors and Instructors to CLBL and key stakeholders.

#### Monitoring and Evaluation:

- Coordinates and executes the activities required for the timely and effective collection and evaluation of data from participating teachers and students, including the:
  - o Design of assessments, questionnaires, and procedures to measure the programme's effectiveness and ensure its objectives are met.
  - o Monitoring of data entry, ensuring accurate input into the CLBL Foundation Portal and documentation systems, to track progress and outcomes entered by Mentors and or Teachers.
  - o Evaluation of data from the online platform and manual sources, preparing narrative and statistical reports for distribution to various stakeholders.
  - o Development and delivery of in-service training on the online platform for all participating teachers and Mentors.

#### Any other duty as assigned by operational needs:

- Due to the nature of the position, you may be required to perform tasks that support the overall objectives of CLBL and the Lindamood-Bell Learning Processes®



## QUALIFICATIONS AND EXPERIENCE:

- Two (2) years of Lindamood-Bell® Learning Processes and Local Instructional Mentorship.
- Bachelor's degree or equivalent.
- Level B qualified Educational Test Administrator.
- Strong Technology skills including proficiency with Microsoft Office Word, Excel, and PowerPoint applications.
- Willingness to travel around Jamaica, and work on weekends as needed.

## SKILLS AND COMPETENCIES:

- **Education and Training** — Knowledge of Lindamood-Bell Learning Processes® programmes and methodologies for curriculum and training design, teaching and instruction for individuals and groups, and measuring training effects.
- **Leadership & Strategic Vision** – Ability to inspire, motivate, influence and guide individuals and teams toward achieving organizational goals.
- **Exceptional Communication** – Strong verbal, written, comprehension, presentational and interpersonal communication skills to convey ideas clearly and foster collaboration across both internal and external stakeholder groups. This includes the ability to actively listen, and effectively decide the best communication needs required.
- **People Management** – Proven ability to lead, mentor, and develop team members and stakeholders while managing performance and fostering a positive work environment. Experience in setting clear expectations, tracking performance, and implementing improvement strategies. Strong coaching ability to provide feedback, mentor others, and support growth.
- **Decision-Making & Problem-Solving** – Ability to analyze complex situations, make informed decisions, and implement effective solutions.
- **Emotional Intelligence** – High level of self-awareness, empathy, and interpersonal skills to manage team dynamics and workplace relationships.
- **Self-Management** – Demonstrates a high level of autonomy, accountability, and discipline while working in remote, in-office, or blended settings. Effectively manages time, maintains productivity, stays connected with team goals, and adapts to shifting priorities in a flexible work environment.
- **Conflict Resolution** – Skilled at addressing and resolving conflicts in a fair and constructive manner to maintain a productive team environment.



- **Collaboration & Teamwork** – Ability to work cross-functionally and foster a culture of collaboration within and across teams and all stakeholder groups.
- **Administration, Reporting & Documentation** – Strong organizational skills to manage administrative tasks, maintain accurate records, generate reports, and ensure compliance with company policies and industry standards.
- **Time Management & Prioritization** – Ability to manage multiple tasks effectively, prioritize workload, meet deadlines, and optimize productivity in a fast-paced, agile environment.
- **Mission-Driven & Values-Based Leadership** – Acts as an ambassador for the company’s mission, vision, and values, leading with authenticity, integrity, and a strong commitment to organizational goals and ethical decision-making.

The above statements describe the general nature and level of work performed by contractors assigned to this position. They are not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Creative Language-Based Learning (CLBL) Foundation reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.