



JOB DESCRIPTION

Job Title	Instructional Coaching & Professional Learning Lead	Employment Type	Independent Contractor
Location	Remote / with some travel	Other Details	Must be a U.S. Citizen
Status	Open role ▾		

JOB SUMMARY

Yvette Gavin Consulting (YGC) is seeking an experienced Instructional Coaching & Professional Learning Lead to support a federal education initiative focused on educator effectiveness, instructional improvement, and system-wide professional learning.

The Instructional Coaching & Professional Learning Lead will provide strategic guidance, coaching expertise, and implementation support to educators, school leaders, and educational systems to strengthen instructional practices and improve student outcomes.

The ideal candidate is a former superintendent, district administrator, instructional coach, curriculum leader, educational consultant, or professional learning specialist with a demonstrated track record of leading large-scale educational improvement initiatives.

JOB RESPONSIBILITIES

Key Deliverables	<ul style="list-style-type: none">● Design and facilitate professional learning experiences for educators, instructional coaches, school leaders, and district leadership teams.● Provide strategic guidance on instructional coaching frameworks, educator development, and implementation best practices.● Develop professional learning content, coaching resources, implementation guides, and supporting materials aligned with project objectives.● Deliver virtual and in-person workshops, training sessions, communities of practice, and leadership development activities.● Support the implementation of coaching models and continuous improvement processes across participating schools and districts.● Collaborate with project stakeholders to identify needs, develop solutions, and support successful program implementation.● Facilitate planning meetings, stakeholder engagements, and working sessions to advance project goals and deliverables.● Monitor implementation progress and provide recommendations for strengthening educator effectiveness and instructional outcomes.● Develop reports, presentations, and summaries documenting project activities, findings, and recommendations.● Serve as a subject matter expert on instructional coaching, adult learning, educator development, and professional learning systems.
Required Skills	<ul style="list-style-type: none">● Master's degree or higher in Education, Educational Leadership, Curriculum and Instruction, Organizational Leadership, or a related field.● Minimum of 10 years of experience in K-12 education, instructional leadership, educator development, or professional learning.● Demonstrated experience designing and facilitating professional learning for educators, instructional coaches, school leaders, or district leadership teams.● Strong knowledge of instructional coaching frameworks, adult learning theory, continuous improvement methodologies, and change management principles.● Experience supporting school, district, or state-level educational initiatives.● Proven ability to build relationships and effectively engage diverse stakeholder groups.● Exceptional facilitation, presentation, coaching, and communication skills.● Strong project management and organizational skills with the ability to manage multiple priorities and deadlines.● Experience developing training materials, implementation resources, and educational content.● Proficiency in Microsoft Office, Zoom, Teams, and other virtual collaboration tools.

Preferred Qualifications	<ul style="list-style-type: none">● Former Superintendent, Assistant Superintendent, Chief Academic Officer, Executive Director, Principal, District Instructional Leader, or Educational Consultant.● Experience supporting federally funded education initiatives, state education agencies, or large-scale school improvement efforts.● Doctorate (Ed.D. or Ph.D.) in Education, Educational Leadership, or related field preferred.● Experience leading instructional coaching programs across multiple schools or districts.
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Apply to: Mary@yvettegavin.com or on our website: <https://www.yvettegavin.com/careers>
