

# Job Description

## In-Person Executive Function Coaching

You will work one-on-one with students who have **Executive Function** challenges. You will be responsible for creating activities, strategies, and supports to work on skills such as:

- Focus
- Working memory
- Impulse control
- Planning and organization
- Time management
- Task initiation
- Task Monitoring
- Goal Determination
- Cognitive Flexibility
- Fluency of ideas
- Emotional regulation
- Self-Advocacy
- Life Skills
- Job Skills

When you first meet your client, you will work with the client/family to set measurable goals. After each meeting, you will update the client's progress on the client portal. Midweek, you will need to briefly contact your client (call, text) to check their progress.

At New Agenda, we believe in a relationship-based approach. Clients are more motivated when they have a connection with their coach. We

will work with your skills and your comfort level to best match you with our clients.

## **Requirements**

- Must have a valid driver's license
- A background check will be required
- Must be able to meet clients in their home and/or virtually
- Minimum of Bachelor's Degree, Master's level and above preferred.
- Experience and working of Executive Function challenges
- Experience and working knowledge of ADHD
- Ability and desire to work as part of a professional interdisciplinary team
- Work on evenings and weekends to be responsive to parent and student availability.
- Excellent time management and organizational skills
- Possess excellent customer service, interpersonal and written communication skills that reflect sensitivity to their audience (parents, school staff, mental health professionals)
- Maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population
- Interact with other employees, students, and the public in a helpful, courteous, and friendly manner
- Flexibility and professionalism to respond productively to unexpected occurrences in operation and with clients
- Keen ability to adapt to personal learning styles of individual clients; compose correspondence and accurate reports with direction
- Analyze situations accurately and take appropriate action
- Communicate effectively in English
- Follow and give oral and written directions
- Ability to use computers, including video communication platforms such as Zoom and Google Meet

- General knowledge of Google Suite (Gmail, Docs, Sheets, Forms, etc.)

**Preference will be given to:**

- Master's level or doctoral level special education teachers, psychologists, social workers, occupational therapists, and/or speech-language pathologists with 3+ years related experiences
- Experience with Autism Spectrum Disorder
- Experience with Intellectual Disabilities
- Coaches who can commit to multiple clients per week