



Telephone (505) 889-3412  
Fax (505) 889-3422

4216 Balloon Park Rd NE., \* Albuquerque, NM 87109  
Post Office Box 37440 \* Albuquerque, NM 87176

Executive Director  
Maria Jaramillo

## JOB DESCRIPTION

<b>Department: Universal Design for Learning (UDL)</b>	<b>Job Title: UDL Coach</b>
--	-----------------------------

**Job Objective:** As a **UDL Instructional Coach**, you will partner with districts, schools, and classrooms to bring **Universal Design for Learning (UDL)** principles to life. Your mission: help educators remove barriers and create inclusive learning environments where **all students can thrive**.

This is a **statewide, high-impact coaching role** best suited for flexible, motivated, and collaborative leaders who can inspire educators, design and deliver professional learning, and model inclusive practices in diverse educational settings.

**Reports to:** UDL Coordinator

### Required Qualifications for Position:

- Bachelor's Degree in K–12 Education or a related field
- Valid New Mexico Level II NMPED license (or higher) in General or Special Education
- Valid NM Driver's License, proof of auto insurance and reliable transportation
- Ability to travel statewide, including overnight stays (1–3 nights at a time)
- Comfortable working from a home or satellite office and managing a remote coaching schedule

Compensation: Base pay \$78, 370.43, plus you may receive additional credit for years of experience and Licensure Level.

### Additional Requirements:

- Proficient with **Google Workspace, Microsoft Office, Apple tools**, and platforms like **Canvas, Canva, Brightspace, Schoology**
- Experience with UDL-aligned tools and including but not limited to:
  - **Text-to-speech, word prediction, speech-to-text**
  - **uPAR, Read & Write , Equatio, Bookshare, OrbitNote**
- Ability to create accessible, engaging content (Google Slides, PowerPoint, PDFs, visuals, graphic organizers, etc.)
- Skilled in using **video conferencing** and delivering virtual PD sessions

## Preferred Qualifications

- Deep understanding of **learner variability**, UDL principles, and inclusive design
- Direct experience in K–12 schools (teaching, coaching, or leadership roles)
- Experience coaching or training adult learners
- Ability to create engaging and accessible training content
- Creative communicator — able to present UDL concepts through visuals, analogies, and technology
- Experience integrating UDL into broader initiatives (e.g., MLSS, PBIS, SEL, content standards)

## Major Job Responsibilities:

### Why This Role Matters

As a UDL Instructional Coach, you will:

- Help educators design classrooms that empower **all learners**
- Support the alignment of UDL with state initiatives and district goals
- Build **sustainability** by fostering district-level champions and student leadership (SWAT teams)
- Advocate for **accessibility, equity, and innovation** in education across New Mexico

## Preferred Knowledge Skills and Ability:

### Dynamic Leadership

- Inspire and support teachers and staff through collaborative, relationship-based coaching
- Build strong partnerships rooted in UDL principles

### Professional Learning & Facilitation

- Design and deliver engaging, research-based professional development
- Apply adult learning principles to coaching and training sessions
- Present effectively to varied audiences: educators, administrators, parents, and students

### Coaching & Implementation

- Support implementation of new practices, tools, and programs in diverse educational environments
- Coach others through change processes while maintaining high standards

### Communication & Collaboration

- Share and disseminate new ideas, strategies, and resources statewide
- Work cooperatively and flexibly in professional teams and networks
- Exhibit strong interpersonal communication and public speaking skills

## Time Management & Independence

- Balance independent tasks with team-based collaboration
- Prioritize effectively in a dynamic and fast-paced work environment

## Problem-Solving & Leadership

- Exercise sound judgment and critical thinking
- Lead by example and mentor colleagues in inclusive instructional practices

***By my signature below, I affirm that: I have read the job description, understand the duties of the job, and can perform the duties and requirements listed in this job description with or without reasonable accommodation. I have been able to ask questions to clarify matters I do not understand, and I understand and accept them.***

\_\_\_\_\_  
Employer Signature and date

\_\_\_\_\_  
Employee Signature and date