



Position: International Coach

Location: Remote Work

Job Type: Independent Contractor

Hours: Part-time 10 hours per week

About US

Clonlara School is a nonprofit, K–12 private school that serves more than 2,000 students around the world through our Campus and Off-Campus Programs. Our mission is to transform education on a global scale through a highly personalized approach that fosters authenticity, autonomy, and joy in the learning process. We are truly a global learning community.

About YOU

You are passionate about personalized learning and fluent in both French and English. With a strong understanding of Clonlara School, you would excel at engaging with families, listening to their needs, and providing guidance that empowers them to take control of their educational journey. You thrive in environments where students are encouraged to explore and learn at their own pace. As a lifelong learner, you share your expertise and passions, helping shape the future of education within our global team.

Your Role

The Contractor will provide coaching sessions to parents and students enrolled in Clonlara School's Off-Campus Program.

- Using Clonlara supported material meet with families to provide coaching sessions of 45 minutes in length.

Clonlara will provide training, support sessions and updates to the contractor throughout the year.

Contractor must stay updated on changes to meet the standards of service. Clonlara and contractor will agree on a mutual schedule to provide status updates on work done.

Contractor will provide those services reasonably requested by Clonlara School to further above purposes.

This is an overview of the expectations for this position. A more detailed description of this role will be provided during the interview process.

Background and Skills

We are looking for candidates who:

- Are familiar with Clonlara School.
- Education equivalent to a bachelor's degree in a field related to the work and a minimum of three years of teaching or counseling experience in alternative education, traditional schools and/or home education.
- Home Educators without an education degree with at least 3 years of experience.
- Exemplary customer satisfaction skills, including dealing effectively with the public, other school officials and staff, in person, over the telephone, social media and in written correspondence.



- Confidence using technology, working remotely and experience with Microsoft Office tools.
- Fluent in English and French
- Encouraging and building mutual trust, respect, and cooperation among other workers
- Interpreting and implementing policies and procedures related to the work
- Time management skills.

How to Apply

Attach a **cover letter** (required) to the first page of your **resume** in PDF or MS Word format. Please be sure to

- Use your cover letter to address how your prior experience aligns with the requirements for this position.
- Share any relevant samples of your work, if available.

*To apply, email your cover letter and resume to
employment@clonlara.org; devayani@clonlara.org*

DISCLAIMER:

This description outlines the work and responsibilities associated with the **International Coaching** role on a contractual basis. It is important to note that this is not an employment position. The individual performing this role will be engaged as an independent contractor and not as an employee of Clonlara School.

As an independent contractor, the individual will not be entitled to employee benefits, including but not limited to health insurance, paid time off, retirement benefits, or unemployment insurance. The contractor is responsible for their own taxes, insurance, and other statutory obligations.

This contractual arrangement will be governed by the terms and conditions specified in the contractor agreement. Both parties agree to uphold the contractual terms and maintain a professional relationship throughout the duration of this engagement.