Tools for Hiring Peer Coaches and Supervisors

This section of the toolkit contains a hiring “packet” that your program director/school leader can use and adapt to recruit and hire peer coaches, including a peer coach job description, application, interview questions & rubric, and contract. This section also features a job description you can use and adapt for peer coach supervisors.

Tools for Hiring Peer Coaching Program Staff

Use and adapt the following hiring process tools as needed to meet your peer coaching program’s goals and needs:

1. **Peer Coach Job Description** – Use this job description when posting a peer coach job opening in your organization/school and as a guide for the key responsibilities of a peer coach in your program.

2. **Peer Coach Job Application** – This job application for peer coaches includes a checklist for documentation required during the application process, and sections for general contact and deadline information, relevant experience, a brief essay, and a recommendation form for a reference to fill out.

3. **Questions & Rubric for Peer Coach Interview** – This tool contains nine interview questions for peer coach applicants and a rubric to help the interviewer score the applicant’s answers, demonstrated skills and qualities, and experience.

4. **Peer Coach Job Contract** – This job contract outlines the duties, policies, and working conditions that hired peer coaches agree to upon hiring.

5. **Tips for Supervising Peer Coaches** – Tips for how to supervise peer coaches, such as how often to meet with them, what to discuss during check-ins, and how to provide them with constructive criticism and professional development opportunities.

Tool for Hiring a Peer Coach Supervisor

1. **Peer Coach Supervisor Job Description** – Use this job description when posting a peer coach supervisor job opening in your organization/school and as a guide for the key responsibilities of this supervisor in your program. You can also use this description to update a current staff person’s role if they are taking on a peer coach supervisor position.