

Instructional Coach Job Description

Achieve Summer 2019

Overview

The Instructional Coach is an experienced educator who coaches, motivates, and supports educators in their overall professional growth and helps them reconnect with the joy of teaching and learning. The primary focus will be on providing meaningful, invigorating, and innovative professional development, leading teachers through a reimagined coaching cycle, and facilitating purposeful collaborative planning. The Instructional Coach will also receive professional development to continue building his or her own leadership skills.

Description:

The Instructional Coach will lead summer efforts to provide educators with a purposeful and positive professional development experience and engage all students in rigorous and meaningful content that encourages inquiry, application, and critical thinking. The ideal candidate will have strong interpersonal and leadership skills and a demonstrated understanding of innovative teaching strategies.

Responsibilities:

- Design plans for student summer learning outputs and objectives for the entirety of the summer program, and create frameworks for learning that teachers use to guide their practice
- Lead and engage teachers in meaningful one-on-one coaching, productive collaborative planning, and innovative professional development
- Collaborate with Leadership Team to analyze the state of student learning, and make adjustments to teacher development program as needed to achieve goals
- Observe, coach, and support the work of 3-5 teachers on a daily basis
- Ensure that all teachers learn and grow in their capacity over the summer
- Guide teachers in developing an entrepreneurial idea/action plan to implement within their schools

Duties:

- Collaborate with fellow Achieve Instructional Coaches to create summer curriculum and learning goals
- Plan and execute twice weekly PD sessions about innovative teaching approaches
- Facilitate twice weekly collaborative planning sessions for educators to share best practices and find ways to implement new strategies in their classrooms
- Continuously conduct coaching cycle with 3-5 teachers on daily and weekly learning goals
- Observe classrooms and prepare feedback
- Provide explicit strategies for teaching standards
- Assist and model for classroom teachers as needed
- Build and maintain positive working relationships with educators and professionally navigate conflicts
- Collaborate with members of the Leadership Team to meet all school objectives
- Create schedules
- Assist in weekly field trips
- Attend all Achieve Miami Leadership Team meetings

Qualifications:

The ideal candidate will have:

- At least three years of experience as an outstanding, goal-oriented classroom teacher;
- Strong interpersonal and leadership abilities;
- A proven track record of leading students and/or teams to achieve goals;
- A demonstrated ability to design and execute instructional plans that lead to meaningful student learning- Content knowledge in Reading and Math is imperative;
- An internalized understanding of the Florida State Standards;
- An understanding of innovative teaching strategies and new approaches to meaningful student learning;
- An entrepreneurial spirit that remains open to collaboration and constructive critique;
- An understanding of what meaningful student learning looks like in action and how teaching works in alignment to great learning;
- An interest in growing in ability to coach and develop teachers;
- A growth mindset; and
- Previous experience working with Achieve Miami (preferred)

Details:

The Instructional Coach role will begin in February and conclude in late July. From February until May, the role is part time (approximately 2-8 hours per week) with a focus on training, Leadership Team development, and instructional design. During the preparation period, the Instructional Coach will engage in training with the Achieve Miami leadership team. Beginning in June, the role is full time with school running from 7am until 5pm daily. The Instructional Coach position is outcome-oriented and the ideal candidate will be able to work beyond the daily schedule when necessary to achieve great results.