



## **Summer 2022 Instructional Coach**

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Breakthrough Greater Boston (BTGB) is a successful college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Using a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and ultimately in college. Meanwhile, our teachers gain hands-on experience, research-based training and coaching from professional educators.

Over the past six years, 97% of our graduating students have matriculated to four-year colleges, and 82% of them have persisted through their undergraduate years. On average, more than 75% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in summer 2013 and a third site in Somerville in 2018.

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### **SUMMARY**

BTGB's Instructional Coaches are a team of seasoned teachers who train, mentor and support our young teaching staff. Through regular observation and coaching, Instructional Coaches help our teachers learn to teach effectively, plan diligently and become immersed in education.

### **RESPONSIBILITIES**

- Provide guidance and support for teachers in writing lesson plans, developing instructional techniques and implementing classroom management plans
- Observe four-six teachers regularly and conduct follow up conferences to provide feedback
- Observe one-two junior teachers regularly and conduct follow up conferences to provide feedback; ensure junior teachers are integrated into daily department meeting times
- Collect, evaluate and provide feedback for teachers on daily lesson plans
- Facilitate a weekly extended professional development session for teachers on Wednesday afternoons
- Observe, evaluate and provide feedback for teachers based on BTGB's Teacher Excellence Rubric
- Collaborate with Program Directors to ensure teaching fellows are making gains in key professional skills

- Write a summative evaluation for each teacher in your group to be completed by the final day of the Summer Program
- Provide advice and instruction for teachers on “hands-on” teaching techniques and resources
- Collaborate with Program Directors on pre and post assessment administration, data collection and data analysis
- Support program management and model effective teacher leadership during key community times such as hallway transitions, snack time, lunch and special events
- Support teaching fellows in leading morning mindfulness practice
- Provide targeted, differentiated support for students in math and ELA during advisory time as determined by Program Director
- Observe and support club time on Wednesdays
- Attend and support daily community meetings
- Co-lead instruction and provide classroom coverage as needed
- Support as needed with individual student academic and behavioral challenges

## **QUALIFICATIONS**

- At least two years of teaching experience (three or more years preferred)
- Teaching degree or certification strongly preferred
- Commitment to and passion for teaching
- Understanding of the social, emotional and cognitive developmental level of middle school students
- Ability to work with students from diverse cultural and economic backgrounds
- Ability to deliver positive, constructive and honest feedback
- Outstanding presentation, writing and organizational skills
- Energy!

## **LOGISTICS**

The three Breakthrough Greater Boston sites are located at the Cambridge Rindge and Latin School (459 Broadway, Cambridge), Academy of the Pacific Rim (1 Westinghouse Plaza, Hyde Park), and Somerville High School (81 Highland Ave., Somerville). BTGB is seeking Instructional Coaches for all three sites.

The Summer Program runs from July 5 to August 12. The hours for this position are:

- Monday, Tuesday, and Thursday – 8am to 3pm
- Wednesday – 8am to 5:30pm

There is an additional 3-5 hours of take-home work each week. All Instructional Coaches will support up to two Friday special events from 8am-3:30pm (date to be determined by Program Directors). Instructional Coaches will have 10 hours of pre-summer training in late May/early June. Instructional Coaches will support during pre-summer teacher training from June 20 – July 1st (IC hours are flexible during the pre-summer teacher training).

## **COMPENSATION**

The Instructional Coach is a paid position, commensurate with experience. The stipend range is between \$3,500 and \$5,500 for the summer.

### **APPLICATION PROCESS**

Email [jobs@btgbmail.org](mailto:jobs@btgbmail.org) with your resume and cover letter.

For more information, reach out to Paola Cisneros Lau, Director of Curriculum and Instruction, [pcisneroslau@btgbmail.org](mailto:pcisneroslau@btgbmail.org).

*Candidates for employment and employees are considered without regard to race, religion, color, sex, sexual orientation, national origin, disability, citizenship, military status, gender identity, genetic disposition or carrier status, marital status or any other characteristic protected by federal, state or local law.*

**Thank you for your interest in Breakthrough Greater Boston!**