



**Instructional Coach
Job Description
Christ the King Prep
Newark, NJ**

Overview:

Christ the King is a Catholic, college preparatory high school in Newark, NJ providing an education to students of all faiths and cultural heritages who have limited economic resources. We welcome students of all faiths and cultural heritages. Christ the King promotes academic achievement, professionalism, and virtuous character through a challenging core curriculum and innovative work-study program for the purposes of transforming society.

Summary Description:

The Instructional Coach serves as part of the school's leadership team, providing job-imbedded and ongoing professional development for teachers, staff, and administration. The coach provides professional development and guidance for teachers to improve their content knowledge and instructional strategies. Overall, the job of the coach is to build the capacity of the school and its teachers to meet the learning needs of all students.

The effective coach spends the majority of the time working in classrooms with teachers (e.g. modeling, observing, co-teaching). The focus of coach's work is terms of data is to help teachers learn to use data for instructional planning that will have a positive impact on student achievement. In this role, the coach helps the teacher learn how to administer and interpret various assessment tools.

The coach will facilitate teacher study groups in which they analyze student work and lesson plans and plan for the enhancement of instructional strategies. The coach's analysis of student work and teaching and learning data will inform what occurs during coaching sessions with individual teachers and in the teacher study groups.

Along with the Principal and other building-level administrators, the Instructional Coach will conduct both formal and informal classroom visits and observations. The Instructional Coach has supervisory authority.

Essential Duties and Responsibilities:

The role of the coach is to support the principal's work to align staff development with school goals and improve instruction in every classroom.

- Develop positive and supportive relationships with classroom teachers, administrators, and staff.
- Help classroom teachers address learning challenges in individual classrooms through modeling, co-teaching, providing feedback, and facilitating grade-level or department teams.
- Coaches teachers on methodologies and best practices that can be used to deliver content.

- Model and support teachers in the implementation of research based, effective instructional strategies.
- Lead curriculum development and implementation including ensuring internal and external alignment, developing curriculum maps & identifying support resources.
- Monitor and evaluate assessment data to determine improvements in instructional practice and student achievement.
- Work with building administrators and teachers in using data to improve individual student and school-wide performance.
- Work with teachers on developing and implementing effective assessments, both throughout the school and within departments.
- Support classroom teachers in long- and short-range planning (co-planning) for increased student achievement.
- Assist teachers in integrating technology into classroom instruction.
- Develop each teacher's capacity to serve as a model of high-quality instruction.
- Provide training to increase high-quality classroom instruction and appropriate use of support staff (e.g. Title I staff).
- Promote the sharing of effective teaching practices among staff throughout the building.
- Fulfill identified responsibilities of teacher induction program, while building capacity of a team to support new teachers.
- Serve as a resource to the principal in the areas of curriculum, assessment and instruction.
- Remain current with best practices and current research on teaching and learning.
- Other duties as assigned

Qualifications:

- A belief that all students can learn and achieve.
- A belief that all members of the school community are learners.
- Mission driven dedication to working with urban students.
- Commitment to support and promote the culture and mission of the school.
- Experience with managing, leading and evaluating adults.
- Experience mentoring and encouraging professional growth to improve student outcomes.
- Ability to work collaboratively.
- An ability to work with data and extract meaningful, actionable understandings.
- Qualities of maturity, humility, strong work ethic and “whatever it takes” attitude.
- An ability to work under stress and with limits all the while maintaining a positive, professional demeanor.
- Familiarity and experience with the Danielson model for teacher coaching and evaluation.
- Ability to lead and collaborate with individuals and teams to develop goals for improving student growth and achievement.
- Willingness to expand and become proficient with the school's software programs especially Microsoft Office, Google Classroom and PowerSchool.
- Demonstrated success as a classroom teacher
- Strong written and oral communication skills.

- Full participation as a member of the school community, including but not limited to, staff meetings, professional development, student activities, liturgies and prayer services.
- An overall positive disposition with a sense of humor.
- A minimum of five years teaching experience.
- A Master's Degree in Education with state Certification/license

Application Process:

All interested and qualified applicants with a passion for Christ the King Preparatory High School's mission are invited to apply.

A complete application will include:

1. Resume
2. Cover Letter: Please write a letter limited to three pages that answers the following questions:
 - What attracts you to the Cristo Rey mission?
 - Why do you believe that you are a match for this unique opportunity at Christ the King Preparatory High School?
 - As an instructional coach, you are one of the lead learners of the school community. Give an example of how you engage in reflection and ongoing learning.
 - Describe your philosophy of education and how you would put it into practice at Christ the King Preparatory High School.
3. Deadline for applications is Friday, April 14, 2017
4. Email your completed application as an attached PDF to Father Greg Gebbia ggebbia@ctkprep.org