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## **INSTRUCTIONAL COACH – MIDDLE SCHOOL**

**SALARY RANGE: BASED ON EXPERIENCE**

### **Summary of Position:**

Eugenio María de Hostos Charter School is in its 19<sup>th</sup> year of operation as a K-11 school, serving over 800 students. EMHCS offers a dual language program in grades K-2. Our school is fortunate to have staff, students and parents working together to create partnerships for learning. The Instructional Coach plays a critical role in improving student achievement. The will build teacher capacity and their understanding of instructional practices as related to Common Core. The instructional coach will work collaboratively with its team. They are responsible for ensuring high-quality instruction in classrooms. As a dual language school in an urban setting, the instructional coach will demonstrate and model a passion for diversity, education and leadership.

### **Responsibilities:**

- Work with teachers to prepare lessons in classrooms on a daily/weekly basis.
- Co-plan and facilitate PD for staff.
- Plan and facilitate PD for staff-based on staff need/request established at the beginning of the year.
- Plan and facilitate PD for mainstream teachers regarding ENL strategies.
- Attend and present at PD's and conferences to provide a criteria on ways to support and evaluate teaching practices.
- Support the instructional development of all teachers.
- Build strong relationships with teachers, administrators, and other coaches.
- Provide direction and coordination for how the curriculum is taught.
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources.
- Support with ENL program
- Observe and provide feedback to teachers.
- Facilitate grade level meetings.
- Attend and participate in behavioral meetings.
- Work with the instructional team to decide on schoolwide programs.
- Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.
- Support teachers by helping with instructional strategies/processes with teachers during planning times.
- Provide feedback for a teacher's professional growth.
- Establish support in grades 7-8.

### **Requirements:**

- Ability to manage and lead staff and support student needs
- Experience and ability to work with small or large groups
- Ability to cope and deal with students
- Must have excellent communication skills
- Must show strong observational skills
- Ability to encourage students to learn and succeed
- Ability to maintain productive relations and positive attitude towards students
- Must be able to interact positively with others
- Must be sensitive to each family's values, beliefs, traditions and cultural influences

**All employees of the Eugenio María de Hostos are expected to demonstrate:**

- A commitment to the vision and mission of the school
- Acceptance, appreciation and respect for cultural diversity
- A commitment to continuous professional growth
- A commitment to work cooperatively and effectively with other staff members
- A sense of flexibility in working with an expanding school
- A commitment and passion for improving the education of children
- The ability to reflect on one's own performance

**Education / Experience / Qualifications:**

- Master Degree
- Five (5) years of appropriate teaching experience
- New York State Teacher Certification
- Minimum of two (2) years of leadership experience as a teacher and/or school administrator
- Spanish Preferred
- Must have a working knowledge of computers and their capabilities

**Email Resume, Cover Letter and References to [zmartinez@emhcharter.org](mailto:zmartinez@emhcharter.org)**