



## DEAN OF INSTRUCTION

### SUMMER 2023

#### **Organization Description**

Breakthrough Twin Cities (BTC) prepares students from traditionally underrepresented communities for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Washington Technology Magnet School through Saint Paul Public Schools (SPP), and Chanhassen High School through Eastern Carver County Schools (ECC). Students in our Middle School Program attend three summers of academic enrichment, where they take classes in math, science, literature, & social studies on their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students participate in programming throughout the school year to continue building their skills, habits, and résumés to become successful high school students. Students matriculate into the College Bound program (grades 9–12) where they receive targeted support for each grade of high school. College Bound students also attend programming throughout the school year and receive the support and mentoring of an Advisor. Students complete the program by working 1x1 with a college counselor in 11th and 12th grades, with 99% graduating from high school and getting accepted into college.

#### **Position Description**

The Dean of Instruction will work closely with the Summer Program Director to support Instructional Coaches. They will work to familiarize themselves with (and potentially help source/develop) the curriculum, instructional resources available to Instructional Coaches and Teaching Fellows, and will serve as experts in Breakthrough instructional philosophies and training. The Dean of Instruction will work to guide Instructional Coaches through the Faculty Orientation and summer program, providing resources and training on coaching techniques and tools. They will oversee the instructional quality and outcomes of all three Breakthrough summer sites as well, working with staff to monitor student data and suggest adjustments as needed.

## **Responsibilities**

### **I. Pre-Summer Planning (30 hours)**

**Dates Flexible:** On-Boarding and IC Training Prep & Support, 18 hours

- Meet with the Summer Program Director for onboarding, goal-setting
- Review instructional and curricular resources ahead of IC Training
- Help prepare for and facilitate the pre-summer Instructional Coach trainings
- Meet 1x1 with each Instructional Coach before Orientation to help provide guidance and support for their on-boarding
- Biweekly meeting with Summer Program Director

**Dates in May TBD:**

- Pre-Summer IC Training, 8 hours
- Pre-Summer Dean Leadership Workshop, 4 hours

### **II. Faculty Orientation (15-20 hours/Week 1) (40 hours/Week 2)**

**June 12 – June 27** (*No program on June 19*)

*(Start date is flexible to accommodate the end of the academic year)*

Support Instructional Coaches in meeting with their departments to build relationships, guide curriculum development, and support lesson planning.

- Support Instructional Coaches in constructing an observation schedule for the summer to ensure they can support their Teaching Fellows through the cycle of feedback.
- Lead a training for full faculty group in week 1 of orientation (topic TBD)
- Support Instructional Coaches and Teaching Fellows in setting up their systems and tools to collect student data.
- Work collaboratively with the Deans of Students and Dean of Faculty at the site to adjust Orientation schedules as needed to best meet the needs of students, faculty, and Instructional Coaches.
- Regularly communicate with the Summer Program Director.
- Model excellence in all that you do. Set and meet high expectations.

### **III. Summer Program & Wrap Up Week (30 hours/week + 20 flex hours)**

**June 29 – August 6** (*No program on July 4*)

- Conduct co-observations of Teaching Fellows with your Instructional Coaches to help support Instructional Coaches in implementing the cycle of feedback effectively.
- Support Instructional Coaches in developing weekly professional development for their departments.
- Meet once a week with each Instructional Coach to provide support and check on progress.
- Meet once a week as a team (at least) of Instructional Coaches to check in and discuss common issues or solutions.
- Meet with the Summer Program Director once a week to check in on progress or support.
- Support Instructional Coaches in evaluating teachers using the Teacher Excellence Rubric: once at the beginning of the summer to set a baseline, a midsummer check-in, and a formal evaluation at the end of the summer.
- Work collaboratively with Instructional Coaches to use, create, or modify systems to collect and monitor student data, anticipating and adjusting to the needs of Teaching Fellows in adapting lesson plans, preparing for conferences, or writing final student evaluations.
- Check email regularly during the summer.
- Become a strong member of the community. Work to build strong relationships with both Teaching Fellows and students. Help build the culture of the program.

### **August 8 – August 12, 20 flex hours**

- Support Instructional Coaches in completing final growth letters, Teacher Excellence Rubrics, and sharing final feedback through 30-minute Growth Conferences.
- Collect all curriculum, coaching, and instructional resources that were developed by the site throughout the summer to preserve in our Google Drive folder system.
- Conduct Exit Interviews with all Instructional Coaches to help reflect and evaluate their growth as professionals as well as capture feedback for Breakthrough staff.

- Complete an Exit Interview with the Summer Program Director to reflect on your own professional growth and performance in the role, and to provide feedback.
- Attend Celebration, if possible, on Saturday, August 5 Attend Teaching Fellows' Presentations of Learning during Wrap-Up Week, if possible.

### **Qualifications**

- Bachelor's degree required, Master's degree preferred
- Experience in the Instructional Coach role at Breakthrough, LearningWorks, or Summerbridge is desirable
- Outstanding track record as a professional classroom teacher, preferably in middle school grades for at least five years
- Superior presentation, writing, and organizational skills
- High degree of flexibility; ability to multitask between projects
- Exceptional interpersonal skills; ability to hold others to high standards while also offering support and maintaining positive relationships
- Ability to deliver positive, constructive, and honest feedback, both written and verbal
- Experience with curriculum development and implementation
- Comfort and confidence in working with children and adults
- Creativity, energy, and commitment to excellence
- Experience with and passion for teaching urban middle school students from diverse backgrounds
- Familiarity with Twin Cities public, charter, or private schools is desirable
- Experience in an academically rigorous college-preparatory institution is highly desirable

### **Work Location:**

The Dean of Instruction will be required to travel between all three of the Breakthrough Twin Cities summer sites. Schedule will be co-created with the Summer Program Director before the Summer.

- Mounds Park Academy (2051 Larpenteur Ave E., St. Paul, MN 55109)
- Washington Technology Magnet School (1495 Rice St., St. Paul, MN 55117) \*

- Chanhassen High School (2200 Lyman Blvd., Chanhassen, MN 55317)  
*\*Subject to change based on availability and scheduling with our partners Saint Paul Public Schools*

### **Compensation**

Deans of Instruction will receive a \$7,500 stipend paid in 4 installments throughout the summer.

### **To Apply**

Send an email to [apply@breakthroughwincities.org](mailto:apply@breakthroughwincities.org) with the subject line "Dean of Instruction" and attach an updated résumé, cover letter, and two references. Priority will be given to applicants who submit these on or before February 24, 2023.

Please direct any questions to [apply@breakthroughwincities.org](mailto:apply@breakthroughwincities.org)

Visit our website for more information: [www.breakthroughwincities.org](http://www.breakthroughwincities.org)