



# BTC INSTRUCTIONAL COACH RESIDENCY

## SUMMER 2019

### Organization Description

Breakthrough Twin Cities prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with two sites in the Twin Cities: Mounds Park Academy (MPA) and St. Paul Central High School in Saint Paul (SPC). Students in our middle school program attend 3 summers of academic enrichment, where they take classes in math, science, literature, and writing and preparing for their 6-year path to college. They 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 attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students complete the program by working with a 1x1 college counselor in 11<sup>th</sup> and 12<sup>th</sup> grade, with 100% graduating from high school and getting accepted into college.

### Position Description

As a Breakthrough Twin Cities Instructional Coach (IC) you will train, support, challenge, observe and evaluate our teaching fellows in what, for many, is their first classroom experience. In this way, you will be a major factor in determining the quality of instruction at Breakthrough Twin Cities. As an Instructional Coach you will support 5-6 teaching fellows in one of four subjects (literature, math, science, or writing), and you will report to the Dean of Instruction at your assigned site.

### Responsibilities

*Please note: These expectations represent the typical role of Instructional Coaches in the summer, there may be slight changes as we solidify program structure in the coming months. We will do our best to keep the dates and number of hours consistent.*

#### I. Pre-Summer Planning (20 hours)

**Dates in May TBD:** Pre-Summer IC Training, 8 hours

**Dates Flexible:** Pre-Summer Curriculum Prep & Teacher Support, 12 hours

- Prepare for teacher orientation by reviewing curriculum materials, etc.
- Meet 1x1 with Dean of Instruction
- Communicate with teaching fellows remotely through Google Classroom (an online learning management platform)
- Be in communication with Dean of Instruction, as needed.

#### II. Teacher Orientation (40 hours/week)

**June 17 – June 21, 40 hours per week** (*This is the 2<sup>nd</sup> week of orientation, many of our ICs have workshop week and cannot start Week 1.*)

- Meet with Teaching Fellows in your department and one-on-one to develop relationships and give them guidance on their lesson plans.
- Observe practice teaching presentations and facilitate feedback and reflection as a department.

- Assist your teachers with accessing resources relevant to their class.
- Meet and communicate regularly with the Dean of Instruction, and the other ICs, to reflect on teacher progress and modify training and summer professional development to suit their needs.
- 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 24 – July 26, 30 hours per week)** *No program on July 4 & 5*

- Regularly read the lesson plans of the Teaching Fellows within your department. Offer feedback and suggestions on those plans in a timely manner before implementation. Make yourself available to teachers for reflection and brainstorming.
- Observe each Teacher Fellows at intervals set in pre-summer meetings with the Dean of Instruction.
- Plan and facilitate professional development workshops.
- Conduct department meetings at least once per week.
- Provide each Teaching Fellow in your department with feedback after each observation, highlighting strengths and giving constructive suggestions for improvement.
- Get to know the individual middle school students in your teachers' classes. Observe how they are personally doing in the class academically, and help make sure the teacher meets their needs. Help the teacher with their evaluation of these students before conferences.
- Communicate with the Dean of Instruction on a regular basis. Attend routine staff check-in meetings. Check email regularly during the summer.
- Implement the summer evaluation process, which includes mid & end of summer evaluations of teachers, using the Teacher Excellence Rubric.
- Become a presence at the program and a strong member of the community. Work to build strong relationships with both Teaching Fellows and students. Help build the culture of the program.

### **(July 29 – August 9, 20 flex hours)**

- Complete evaluations of your teaching fellows (growth letters, teacher excellence rubrics) and share through 30-minute Growth Conferences.
- Attend Celebration, if possible, on Saturday, August 3 (depending your site).
- Attend your teaching fellows' Presentations of Learning during Wrap-Up Week, if possible.
- Complete an Exit Interview with your Dean of Instruction to evaluate your own growth as a coach and a teacher during the summer.

### **Professional Development & Support**

Instructional Coaches can expect to be supported by their Dean of Instruction, the Senior Program Director, and other BTC staff to develop their coaching, curriculum development and instructional skills throughout the residency:

- Pre-summer Coaching, Curriculum and Instructional Trainings
- Co-observations and co-conferencing with BTC Staff
- Weekly check-ins and feedback from BTC Staff
- Training on using data to inform instructional practices and coaching
- Feedback from teaching fellows mid-summer and end-of-summer

## **Qualifications**

- Bachelors degree required, Master's degree preferred
- Outstanding track record as a professional classroom teacher, preferably in middle school grades for at least two 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
- Outstanding knowledge of subject matter and broad knowledge of available resources
- 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
- Prior experience with Breakthrough, LearningWorks, or Summerbridge is desirable
- Familiarity with Twin Cities public, charter or private schools is highly desirable
- Experience in an academically rigorous college-preparatory institution is highly desirable

## **Compensation**

Instructional Coaches will receive a \$4,000 stipend paid in 4 installments throughout the summer. Returning coaches will get an additional \$500.

## **To apply, visit the Breakthrough Collaborative application page**

**(<https://breakthrough.tfaforms.net/306299>) and select Breakthrough Twin Cities as your preferred site.** You will be asked for a cover letter and resume as well as two references.

Returning applicants need only submit a resume and can list former/current BTC staff as references since we have an exit interview on file already.

**Our Priority Deadline is Thursday, March 7<sup>th</sup>, 2019.**

**The final deadline is Thursday, April 4<sup>th</sup>, 2019.**

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)