



Job Title: Instructional Coach (IC)

Mission: Breakthrough Houston is an academic enrichment program for highly-motivated, underserved students in HISD. The teachers in the program are older high school and college students who are interested in pursuing an education career after college. IC's will supervise the summer faculty with the goal of ensuring academic achievement in and successful management of academic classes. Core classes are given in Math, Literature, Science, and Writing

General Job Description: Instructional Coaches (IC's) are experienced and successful professional educators who provide content specific support for Breakthrough teachers throughout the summer and engage fully in the Breakthrough Houston community. IC's dictate the level of academic rigor during Breakthrough's summer program through their interactions with teaching fellows. Exemplary IC's effectively communicate content specifics to teaching fellows, guide them through effective planning and execution, and hold both teaching fellows and students to the highest expectations. Each IC will have 6 or 7 teachers in his/her department and is expected to help lead department meetings along with the department head (a returning teacher). IC's will visit each teacher's classroom at least twice a week, evaluate lesson plan revisions and curriculum overviews, and meet individually with teaching fellows regarding their on-going work, all the while giving constant feedback and support to them. Since IC's are the only professional teachers on-site, they are accountable for the quality of instruction Breakthrough students receive and are responsible for supporting Breakthrough teaching fellows through their first or second teaching experience.

Timeline of Responsibilities	
March 2019	Meetings with Dean of Faculty or Dean of Students and Program Director (as needed)
May 2019	Two-day regional training on a Friday and Saturday
June 2019	Orientation weeks: June 3 – June 14, 8:00 AM – 5 PM <ul style="list-style-type: none"> IC's are expected to facilitate sessions to teachers during Orientation; Topics include: classroom management, Breakthrough Instructional Strategies, lesson planning, and creating classroom culture.
June-July 2019	Six-Week Program, June 17- July 26 <ul style="list-style-type: none"> Monday through Thursday, 8:30 AM – 1:30 PM Evaluation week, July 29- July 31, 8:00 AM – 5 PM <ul style="list-style-type: none"> IC's will be expected to submit a final evaluation for each of their assigned teachers and also review/edit the teaching fellows' student evaluation letters.

Primary Responsibilities:

- Attend 1 or 2 day training session
- Support the creation of student applicant placement test in March (English and Math only)
- Help with revising national curriculum where needed before Orientation week begins
- Help to train teaching fellows during Orientation week (June 3 - 14)

- Assist teaching fellows in revising lesson plans based on Breakthrough prescribed curriculum and instructional strategies;
- Find content and management resources for teaching fellows
- Provide feedback on revised lesson plans in a timely fashion using Breakthrough feedback templates
- Coordination and support for consistently struggling teaching fellows with Dean of Faculty and Program Director
- Creation of action plans with teaching fellows to improve teaching in coordination with Dean of Faculty and Program Director
- Produce teaching fellow evaluations at the culmination of the summer
- Observe teaching fellows in the classroom on a regular basis
- Provide timely and specific feedback using Breakthrough evaluation templates in regards to content delivery and management
- Regularly conference with teaching fellows to ensure implementation of best teaching practices
- Facilitate department meetings and sharing of best practice lesson plans amongst department members (Teaching Fellow Department Head should lead the department meetings)
- Plan and implement 2-3 professional development sessions for teaching fellows during the summer with help from other IC's

Qualifications:

- Bachelor's degree or higher and 2+ years teaching experience in 7th-10th grade (preferred).
- Established reputation as an innovative and purposeful educator; Must have a proven record of success in driving student achievement
- Outstanding knowledge of college-preparatory academic skills; broad knowledge of available resources
- Possessing strong communication skills
- Highly organized
- Detail-oriented
- Able to multi-task
- Ability to work with students of diverse educational experiences, cultural backgrounds and ages (middle school, high school, and college)

Compensation:

Minimum of \$3000 stipend, which may be supplemented commensurate with Breakthrough experience

To Apply: Email cover letter and resume to Kathy Heinzerling, kheinzerling@sjs.org by February 15, 2019

- 2 references or letters of recommendation from educators who know your teaching style and personality
- Classroom observation by BT Executive/Program Director
- Visit to BT School Year Program (SYP) to observe and give feedback to one SYP teacher
- Interview with BT Executive/Program Director

Current Openings for Summer 2019		Subject Areas	
2 Math ICs	3 ELA 7th	Pre- Algebra	Life Science
2 Science ICs	2 ELA 8th	Algebra	Chemistry
3 Math/Science ICs	2 ELA 9th	Algebra II	Biology
		Geometry	7th-9th Literature and Writing