



**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 school year program intern teachers with the goal of ensuring academic achievement in and successful management of academic classes. Core classes are given in Math and English

**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. The BTH school year program curriculum is compiled according to Texas State Standards. IC's dictate the level of academic rigor during Breakthrough's school year program through their interactions with intern teachers. Exemplary IC's effectively communicate content specifics to intern teachers, guide intern teachers through effective planning and execution, and hold both intern teachers and students to the highest expectations. Each IC will have 10-15 teachers in his/her department and is expected to help lead department meetings. IC's will visit each teacher's classroom once each session and evaluate their teaching using a rubric and meet individually with intern teachers regarding their on-going work, all the while giving constant feedback and support to intern teachers. They will be responsible for getting the lesson to each teacher the Monday before the Saturday session. 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 intern teachers through their first or second teaching experience.

**Time Frame:** September 2019 - May 2020

Meetings with Program Director as needed

IC's are expected to facilitate workshops during Orientation Day; including workshops on classroom management, lesson planning, creating classroom culture and instructional strategies that BTH uses in its lessons;

**Primary Responsibilities:**

- Attend and help coordinate 1-day training session
- Help with making up student applicant placement test in March (English and Math only)
- Adapt, revamp, or rewrite lesson plans when necessary.
- Send out lesson plans the Monday before each Saturday session and be available to answer intern teacher questions
- Find content and management resources for intern teachers
- Provide feedback on changed or adapted lesson plans in a timely fashion using Breakthrough feedback templates
- Provide feedback on lesson delivery after each class period in a timely fashion (in person or electronically)
- Coordination and support for consistently struggling volunteer teachers
- Creation of action plans with volunteer teachers to improve teaching in coordination with Program Director

- **Observe volunteer teachers in the classroom on a consistent and regular basis**
- **Regularly conference with volunteer teachers to ensure implementation of best teaching practices**
- **Facilitate department meetings and sharing of best practice lesson plans amongst department members**

**Qualifications:**

- Bachelor's degree or higher and 2+ years of teaching experience in 7<sup>th</sup>-10<sup>th</sup> grade.
- Established reputation as an innovative and purposeful educator.
- Outstanding knowledge of college-preparatory academic skills; broad knowledge of available resources
- Possessing strong communication skills
- Highly organized
- Detail-oriented
- Able to multitask
- Ability to work with student teachers of diverse educational experiences, cultural backgrounds, and ages ( 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@sjis.org](mailto:kheinzerling@sjis.org) by August 2019**

- 2-3 references or letters of recommendation from educators who know your teaching style and personality
- Classroom observation by BT Program Director
- Interview with BT Program Director

**Current Openings for School Year 2019 - 20**

1. **Mathematics IC** – preferably current teacher with 7th/8th-grade teaching experience
2. **English IC** - preferably current teacher with 7th/8th-grade teaching experience