



YES Prep Public Schools Job Announcement

JOB OPENING: Instructional Coach

REPORTS TO: Director of Teacher Development

JOB GOAL: The Instructional Coach assists in the planning, implementation, and evaluation of a district-wide support program for beginning educators, the YES Prep *Teaching Excellence* program. Specifically, the Instructional Coach (IC) will support first year and in some cases second year teachers in YES Prep's key teacher competency areas: Classroom Culture and Management, and Instructional Planning and Delivery. The Instructional Coach's responsibilities are significant, as they play a pivotal role in guiding our beginning teachers toward success with their students. Additionally, the Instructional Coach provides leadership in content-specific curricular issues, helping to shape our scope and sequence and assessment model – each IC is part of YES Prep's Program team which works to improve the overall instructional program of the district

OVERVIEW: Founded in 1998, YES Prep is a free, public school system that prepares low-income minority students in 6th-12th grade for college graduation. 100% of YES Prep's graduating seniors have been accepted to college and over 85% are the first in their family to attend a four-year university. YES is the only school in greater Houston to make *Newsweek's* list of the top 100 public schools in America. There are currently five YES campuses in the greater Houston area that serve over 2,000 low-income students.

YES is in the midst of a dynamic expansion effort that will have a profound impact in Houston and across the region. The Instructional Coach will play a significant role in making this expansion possible; the position will offer an opportunity to be on the cutting edge of an exciting reform movement in the city. We are looking for someone who is willing to do "*Whatever it Takes*" to prepare the next generation of teacher leaders.

MAJOR RESPONSIBILITIES AND DUTIES

The Instructional Coach will:

1. Regularly observe classroom instruction of beginning teachers and provide written and oral feedback that supports development of YES teaching competencies (as identified in YES Teacher Summative Rubric);
2. Pinpoint areas of need with beginning teachers and/or the instructional programs at YES campuses and following through with a clear action plan for improvement;
3. Plan and deliver sample lessons in beginning teachers' classrooms to model effective practices;
4. Help beginning teachers to use student performance data effectively to inform instructional decisions;
5. Conduct workshops during pre-service time before school year begins for beginning teachers on lesson planning, unit planning, instructional strategies, assessment, and other relevant topics;
6. Plan and lead workshops throughout the year with beginning teacher cohort to discuss salient instructional and management issues and present new material on such topics as assessment, differentiation, backward planning, and other such topics that reflect effective teaching (as identified in YES Teacher Summative Rubric);
7. Work closely with mentor teachers to provide targeted support to beginning teachers; provide oversight for and feedback about their work with their mentees;
8. Communicate regularly with campus leadership on progress of beginning teachers;
9. Work collaboratively with campus leadership to develop targeted growth plans for beginning teachers;
10. Provide input to School Directors in determining summative evaluations of beginning staff;
11. Provide content leadership as appropriate in evaluation and strategic decision making about the YES curricular model (including scope and sequence and assessments); and
12. Assist occasionally in planning and delivering instructional training modules and staff development workshops to all teachers within the district.

QUALIFICATIONS:

The ideal candidate will possess the following:

Education:

Bachelor's Degree from an accredited four-year educational institution

Experience:

- at least two years of teaching experience
- outstanding record of instruction and student achievement
- experience with teacher supervision (as a department head, mentor, or coach)
- experience planning and delivering workshops to adults
- **YES is particularly interested in candidates with science and math backgrounds**

Skills:

A critical eye for instruction

Ability to work urgently in a fast-paced and results-oriented environment

Ability to provide meaningful feedback in a supportive and constructive manner

Ability to be a team player – someone comfortable planning with others to achieve a common vision

Ability of communicate with various audiences in an authentic and persuasive manner

Strong written communication skills

Ability to juggle multiple tasks and initiatives at once

Detail-oriented and self-directed

Initiator, problem-solver, and creative thinker

COMMITMENT AND COMPENSATION:

Length of Work Year: 12 months; occasional evening and weekend commitments will also be required; frequent travel within the city; occasional travel through the state and region

Salary and Benefits: Salary starting at \$53,000 annually and commensurate with experience; YES offers a friendly and committed team of colleagues and a comprehensive benefits plan including medical, dental, vision, and disability

TO APPLY:

Applications materials for the Instructional Coach position will be accepted on a rolling basis and the position will remain open until filled. Application materials can be mailed, e-mailed and/or faxed. Candidates will be reviewed based upon all submitted materials as well as interviews and sample instructional feedback sessions.

Please submit current resume and supporting materials to:*

Jeremy Jones
Director, Recruitment and Selection
YES Prep Public Schools
6201 Bonhomme, Suite 168N
Houston, Texas 77036
Applications can also be e-mailed to Jeremy.Jones@yesprep.org.

** Please do not submit a generic cover letter. Instead, please include the following information:*

- what makes you particularly interested in the instructional coach position
- what qualifications you possess that would make you a strong candidate
- an explanation of how your classroom exemplifies/exemplified excellent instructional practice – for this portion, it is most helpful to articulate in detail one specific system / strategy / practice you have employed and how it has led to increased student achievement (rather than including a laundry list of your classroom systems)

*** Additionally, submit a copy of one of your lesson plans along with supporting material (handouts, quiz, etc.). This lesson plan sample should be representative of your teaching style or philosophy.