



INSTRUCTIONAL COACH

Start Date: June 24, 2024

Status: Full-Time, Exempt, 12-month

Job Category: Instructional

Salary: \$60,000-\$80,000

Benefits: 403b, Dental, Life, Medical, Vision

Overview:

The **Instructional Coach** works closely with the Assistant School Leader, Academics and the Instructional Leadership Team (ILT) to (1) establish and maintain a fiercely positive, warm/strict school culture, (2) develop and monitor a college preparatory curriculum for their designated grade-levels, including the assessments and scope and sequence, and (3) coach teachers in classrooms to be transformational leaders for 100% of their students.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. **Circle City Prep** is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

As an **Instructional Coach**, you will:

- Coach and manage Lead and Associate Teachers to ensure 100% of Scholars are achieving their individualized academic growth goals.
- Work closely with outside partners and organizations to support teachers in growing as well as refine our curriculum and instruction.
- Execute weekly data meetings and “looking at student work” protocols with grade-level teams that leads to highly responsive instruction that brings 100% of scholars to mastery of 100% of grade-level standards.
- Create, develop and coach on instructional best practices that lead to dramatic results for scholars through real-time coaching, weekly 1:1s, model teaching, and small and large group professional development sessions.
- Design and execute full-school, practice-based professional development.
- Lead a professional, collegial team that leads to high teacher satisfaction and retention of 80% of staff year to year.
- Communicate directly with Scholar’s parents concerning academic progress.
- Support CCP Deans in maintaining a safe, consistent, and joyful classroom and full-school learning environment.
- Participate in weekly manager check-ins, Instructional Leadership Team meetings, before and after-school duties, and school-wide meetings and functions.
- Participate in other duties as assigned.

Requirements:

To be considered as an **Instructional Coach**, you must have:

- Bachelor’s degree is required; Master’s degree is preferred
- Minimum of three years teaching experience with a track record of game-changing academic results
- Experience leading teams or coaching individuals towards common goal
- Experience using Wit & Wisdom, Zearn, and/or Amplify is preferred
- Fiercely positive, team player, and relentless about growing as a leader and coach
- Valid Indiana State certification or proof of reciprocal licensure in a different state is preferred.
- Belief in and alignment with Circle City Prep’s core values and educational philosophy is non-negotiable.
- Willingness to work occasional weekends and evenings, required
- Pass criminal background check, as required by law

Apply Today!

Go to www.circlecityprep.org and click Join Our Team and our application submission link.

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.