



Instructional Coach Job Description
(Reading, Writing, Math, Social Studies, and Science)
Breakthrough San Francisco at SF Day School
Summer Session 2012

Breakthrough Overview

Breakthrough San Francisco at SF Day School provides intensive academic enrichment and ongoing support to motivated, under-served students from public schools across San Francisco, ensuring they are academically successful and on the path to college. Simultaneously, we train outstanding high school and college students from across the country for education careers. 97% of our students are of color; 98% are low-income; 60% speak a language other than English at home; and 74% will be the first in their families to attend a four-year college.

The intensive six-week summer program for rising fifth, sixth, and seventh graders is a key component of Breakthrough's effort to ensure students are receiving academically rigorous instruction through middle and high school, and will be prepared to enter college. Summer programming consists of core academic classes (math, reading, writing, science, and social studies) and non-academic electives such as mock trial, Japanese, and poetry. Because Breakthrough utilizes a "students teaching students" model, all summer classes are planned and taught by exceptional high school and college students. Summer teachers bring energy, commitment, and a willingness to learn, and Instructional Coaches bring experience and knowledge. Because of this successful partnership, a large number of Breakthrough teachers enter education-related fields after college graduation.

General Job Description

Instructional Coaches (ICs) are experienced and successful professional educators who provide content specific support for Breakthrough teachers throughout the summer and engage fully in the Breakthrough San Francisco community. ICs dictate the level of academic rigor during Breakthrough's summer program through their interactions with teachers. Exemplary ICs effectively communicate content specifics to teachers, guide teachers through effective planning and execution, and hold both teachers and students to the highest expectations. Each IC will have five teachers in his/her department and is expected to lead department meetings, visit classes, evaluate lesson plans and curriculum overviews, and meet individually with teachers regarding their on-going work, all the while giving constant feedback and support to teachers. Since ICs are the only professional teachers on-site, they are accountable for the quality of instruction Breakthrough students receive and are responsible for supporting Breakthrough teachers through their first teaching experience.

Specific Instructional Coach Duties

Pre-summer:

- Complete training sessions
- Consult with Breakthrough staff regarding fifth, sixth, and seventh grade academic content in your specific content area
- Develop and refine student curriculum
- Meet with program staff to plan orientation workshops

Teacher Orientation:

- Help facilitate workshops on topics such as classroom management, lesson planning, creating classroom culture, etc.
- Participate fully in all orientation workshops
- Work with teachers to finalize unit plans and write lesson plans

Six-Week Summer Program:

- Guide teachers through developing and/or revising curriculum, creating assessments and locating appropriate teaching resources (note that 7th grade teachers, and potentially others, will be working with pre-written curriculum)

- Provide teachers with support and regular feedback as they design and/or revise lesson plans
- Observe each teacher in your department twice weekly. Each observation will be followed with a debriefing session in which teachers receive concrete feedback based on Breakthrough's Teacher Excellence Rubric
- Communicate regularly with the Director of Instruction to discuss teacher progress
- Plan and lead twice weekly departmental meetings
- Lead at least one large group, mid-summer professional development
- Engage fully in the Breakthrough San Francisco community, sharing our passion for teaching, learning, and leading

Evaluation Week:

- Submit a final evaluation and letter of recommendation for each of your assigned teachers
- Evaluate the overall summer program
- Make addition, edits, and improvements to subject-specific unit plans
- Read and edit student evaluations

Qualifications

- Bachelors degree required, Master's degree preferred
- Outstanding track record as a professional classroom teacher, preferably in grades 5, 6, or 7 for at least two years
- Superior presentation, writing and organizational skills
- Ability to handle multiple projects simultaneously
- 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
- Commitment to and passion for teaching fifth and sixth graders from diverse backgrounds
- Prior experience with Summerbridge or Breakthrough is highly desirable
- Familiarity with San Francisco schools is highly desirable
- Experience in an academically rigorous college preparatory institution is highly desirable

Commitment and Compensation

- Pre-summer meetings and preparation with program staff (approximately 15 hours)
- Instructional Coach training days, April 21 - 22 (8am to 6pm)
- Teacher orientation, June 18 - June 22 (8am to 5:30pm)
- Six-week program, June 25 – August 3 (30 hours/week)
 - Monday-Friday from 8:00am-2:00pm
 - Two afternoon events over the course of the summer
 - May require some work off-site via email or phone with teachers if needed
- Evaluation Week, August 6-August 8 (10 hours)
- Compensation is in the form of a \$6,000 stipend.

To apply submit to hr@sdfs.net by March 1, 2012

- A current resume
- A cover letter noting where you found this opportunity and addressing your interest and your qualifications

For more information, please visit: www.breakthroughsf.org and www.breakthroughcollaborative.org

Please contact Heidi Erbe at 415-568-3662 or heidi@breakthroughsf.org with any questions.