



Instructional Coach– ENGLISH

Position Summary

The Su Casa Preschool (SCP) Instructional Coach aids in the creation of a safe space for all teachers under their care, demonstrating the grace of God as teachers and children learn and grow together. The Instructional Coach helps train teachers to provide for the spiritual, academic, and social-emotional growth and development of each child. The Instructional Coach prepares teachers to implement the HighScope curriculum, as provided by SCP, and helps maintain academic excellence throughout the school. The Instructional Coach works closely with the SCP Assistant Director, and reports directly to Su Casa's Deputy Director.

Schedule

- Starting pay \$25/hour
- Part time– 20 hours per week, not to exceed 29 hours in any given week.
- Schedule created by mutual agreement with the Preschool Director and the Instructional Coach.
- Preschool teacher meetings are on Tuesdays, 3:15-4:00 pm.
- Some Su Casa events are required outside of the normal schedule, as noted on the calendar.

Education and Experience

- Master's degree or higher in education or a related field.
- In lieu of a Master's degree, a bachelor's degree and relevant experience working in a related field may be accepted.
- Experience in coaching teachers and leading professional development.

Skills and/or Attributes

- Ability to communicate in English and Spanish
 - Comfortable working in a multilingual environment
- Professional demeanor:
 - Able to handle confidential information, communicate effectively, and respectfully
 - Flexible, willing to learn new skills, problem solver, able to prioritize tasks
- Computer skills
- Ability to lead other adults in a supportive and encouraging manner– balancing both warm and strict



Essential Duties and Responsibilities

1. Teacher Training and Support

- a. Gain an understanding of HighScope curriculum including taking training courses offered through HighScope, reading curriculum materials, and watching training videos.
- b. Create a safe space for teachers that is conducive to learning.
- c. Train teachers to create aligned lesson plans and to adjust them as needed.
- d. Help teachers problem solve when facing classroom management issues or difficulties engaging children in a manner consistent with HighScope.
- e. Supervise and coach the implementation of HighScope curriculum as provided by SCP.

2. Parent and Child Communication

- a. Support teachers in their communication with parents.
- b. Participate in parent activities and events provided by SCP.
- c. Communicate with respect to all parents, students, and staff.

3. Evaluation and Assessment

- a. Aid teachers in conducting weekly student observations using HighScope.
- b. Work with the teachers to adjust classroom instruction as needed.
- c. Assist teachers in preparing parent feedback based on classroom observations (3x year).
- d. Evaluate the classroom using HighScope standards (PQA) and adapt as needed.
- e. Observe and evaluate teachers using HighScope standards (PQA) and plan/adjust training as needed.

4. Policies and Procedures

- a. Report any concerns or problems including child abuse to the directors.
- b. Follow appropriate health and safety guidelines.
- c. Complete all required documentation and paperwork in a timely fashion.

5. Su Casa Mission and Team

- a. Maintain a professional work environment.
- b. Engage in a professional manner at all times.
- c. Support the mission and values of Su Casa, including the Statement of Faith.
- d. Attend and/or lead all required staff meetings and teacher training sessions.
- e. Work in a respectful, professional, and productive manner.
- f. Participate in the development and evaluation of Su Casa's goals and objectives.
- g. Show flexibility and a team spirit when asked to assist in other duties outside of the normal job description.