



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Job Description
Instructional Coach

Organization Summary:

[Cristo Rey Philadelphia High School](#), a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 530 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Each student participates in the Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. While their students are at work, teachers use the time for lesson planning and preparation, student support meetings, and collaboration.

The Ideal Candidate:

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven educators who are open to growth, committed to equity and inclusion, and who reflect and/or celebrate our rich cultural diversity. In this position, you will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young people.

The ideal candidate will be well versed in best practices in teaching and learning, has a track record of success in driving notable academic outcomes with students and embodies a growth mindset and commitment to continuous learning and development. The Instructional Coach plays an integral role at CRPHS to ensure a learning environment that is aligned with the school's mission and academic vision as well as providing ongoing support and development of Cristo Rey faculty and staff. They will also have experience working with students from diverse socio-economic backgrounds and a track record of success building relationships with a wide variety of stakeholders. The Instructional Coach is a 12-month role and reports to the principal.

Major Responsibilities:

- Promote high expectations, demonstrate a caring attitude, and establish an environment that supports social, emotional, and academic development in students.
- Zealous leadership, advocacy and responsibility for consistent implementation of school wide culture and academic goals for teachers and students.
- Collaborate with academic staff (content leads, grade level leads, assistant principal, principal) to support sharing of best practices and cultivate an academic growth and results-oriented culture.
- Collaborate with academic staff on the successful execution, measurement and achievement of instructional goals.
- Analyze instruction and assessment data in order to inform academic decisions, professional development and teacher coaching to meet students' needs and academic goals.

- Prepare for and conduct weekly observations and coaching one-on-ones for 15-18 teachers to ensure the implementation of rigorous, engaging, high-impact, college preparatory lessons that accelerate student academic growth and differentiate for the needs of individual students.
- Lead teachers on data gathering learning walks to promote a culture of continuous improvement.
- Collaborate with academic staff in the planning of professional development to invest in teacher growth and ensure best instruction and assessment practices across all classrooms
- Collaborate with the Director of Academic Resources and Support & School Psychologist on teacher implementation of student intervention systems of support/challenge
- Assist the Assistant Principal on PSAT, AP testing and NWEA MAP testing initiatives and data analysis.
- Collaborate in the development of systems to celebrate teacher growth and success
- Lead summer professional development programs for all new and early career teachers.
- Assist in the recruitment, hiring and onboarding of highly effective teachers and staff
- Participate in other roles related to being a part of the school community, including attending campus ministry retreats, supporting work study initiatives, and leading student clubs.

Qualifications:

Successful applicants will embody the mission: commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition they will meet or exceed the following requirements:

- Experience in designing, implementing, and assessing curricula and teaching practices to serve a heterogeneous student population diverse in culture, religion, and ability.
- Experience in leading teams to meet or exceed qualitative and quantitative goals/outcomes.
- Experience in developing processes that drives teacher instructional growth and student academic growth.
- Experience collaborating with team members and providing constructive and instructive feedback.
- Ability to work both on board-based strategy and everyday details and assess the need to change priorities.
- Independent, self starter with a strong focus on both teacher and student development.
- Proficiency in using technology in the classroom to enhance student learning
- Strong interpersonal skills to relate well with all stakeholders in the community.
- Complete Virtus training and pass a background check.

Education and Experience:

- Bachelor's Degree in or related to education, educational leadership.
- Master's degree preferred
- 5-7 years teaching experience
- Demonstrated expertise in instructional assessment and coaching and managing a team.

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in classroom space – walking, sitting, standing, reaching;
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing;
- Must be able to stand for up to two hours instructing a classroom of learners;
- Must be able to lift up to 25lbs on a frequent basis.

Application Process:

To apply for the Instructional Coach position at Cristo Rey Philadelphia High School, please submit a PDF of the following documents in an email to jointheteam@crphs.org:

- Resume or CV;
- Cover letter expressing interest in this position;
- Three references including name, title, relationship to applicant, phone number, and email address of each;
- Response to the following prompts:
 - Describe your philosophy of education and explain how you hope to put it into practice as a member of the Cristo Rey Philadelphia team. (Maximum Response: 500 words)
 - Over the past eleven years we have assembled a team of experienced educators who maintain high expectations for our students and work tirelessly to support each student's learning, growth, and development. We have built a mission-driven culture that is open to growth, dedicated, driven, flexible, creative, loving, joyful, and resilient. Our team is comprised of individuals who are not afraid to fail and who dare to dream big. We push ourselves to be constantly learning, reflecting, creating and developing. We challenge our students and ourselves to believe, to dream, to lead, and to serve. Why should you be part of this team? (Maximum Response: 500 Words)

Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and a mission-driven culture that values community and initiative. Salary is commensurate with experience.

NOTICE TO APPLICANT: COVID-19 Vaccination Policy

Cristo Rey Philadelphia High School requires that all eligible employees and volunteers receive vaccination of COVID-19 as a condition of employment, subject to lawful exemptions.