

Job Description: Instructional Leadership Coach (Kaleidoscope)

Organizational Overview

SchoolWorks is an educational consulting group whose mission is to build the capacity of educators and educational organizations to advance all aspects of student learning and well-being. We represent a diverse client base including departments of education, school districts, charter school authorizers, charter management organizations, charter schools, district schools, K-12 service providers and foundation, and individual practitioners.

We know that the largest driver of our success is the people who work in our organization every day. Our staff have an immediate impact on our ability of reaching our mission and changing the lives of our students. We strive to attract, develop, and retain a team that is diverse by race, ethnicity, culture, income background, gender, sexual identity, and a variety of other factors. See our statement on diversity [here](#).

Research has shown that people of color and women are less likely to apply for jobs if they don't believe they meet every one of the qualifications described in a job description. Our highest priority is finding the best candidate for the job. We encourage you to apply, even if you don't believe you meet every one of our qualifications described or you have a less traditional background.

Role Overview

The Initiative: [The Kaleidoscope Collective for Learning](#) (Kaleidoscope) at the Department of Elementary and Secondary Education (DESE) is an office that focuses on creating tools, professional development and system-design support to ensure equitable access to Deeper Learning Experiences for all students in the Commonwealth. Over the past 2 years, Kaleidoscope has worked with groups of schools and districts working to cultivate learning experiences that advance deeper learning. In addition, Kaleidoscope has created a Deeper Learning Guidance Tool and series of protocols and resources to support the development of learning experiences that are grade-level, real-world, relevant, interactive, and grounded in equity and culturally-responsive pedagogy.

The Position: The Instructional Leadership Coach will work with the Kaleidoscope team to develop high-quality tools, professional development, and resources to support schools and districts with effective instructional practices grounded in deeper learning, as well as provide direct support to school leaders and educators as they cultivate deeper learning environments in their schools. The Instructional Leadership Coach would work with a cohort of 5-7 schools for an academic year.

Duties and Responsibilities include, but are not limited to:

- Provide high-quality on-site coaching and technical assistance, grounded in values of equity and racial equity, to a caseload of educators and leaders within Kaleidoscope and/or the Center for School and District Partnerships.
- Ensure strong partnership with targeted schools and districts to inform deeper learning and Kaleidoscope's efforts.
- Support schools with the implementation of high-quality instructional materials that advance deeper learning, including attending school-visits and providing targeted feedback on implementation.
- Contribute to the development of the Deeper Learning Vision, through design of tools and rubrics that outline steps for implementing effective deeper learning units, related skills for effective facilitation of these units, and methods for ensuring all students achieve grade level learning targets.

- Support with the development of high-quality tools and resources to support schools to implement deeper learning that includes:
 - Exemplar Deeper Learning Tasks
 - Resources (instructional tools, video library, coaching tools) for implementing these tasks effectively
- Support with development of high-quality professional learning sessions for schools, including development of school-based trainings and learning tools for Kaleidoscope Schools.
- Collaborate with the Kaleidoscope team to execute on a vision of adult learning within the Department that integrates the principles of deeper learning.
- Assist with the collection and analysis of school-based data, to inform program evaluation and ongoing program development.

Competencies: The right candidate for this position would embody the following competencies:

Facilitates and builds trusting relationships:

- Establishes and maintains mutually beneficial external partnerships based upon trust and respect
- Proactively builds authentic relationships with colleagues and clients by amplifying their voices and prioritizing time for meaningful engagement
- Works with school leadership teams to implement school-wide structures that facilitate positive relationship-building among staff members and students, with the ultimate goal of driving deeper learning in schools and for students
- Communicates in a compelling and adaptive manner that builds trust and investment of all stakeholders, promotes collaboration efforts, and welcomes different opinions and ideas even if it leads to conflict

Demonstrates instructional leadership:

- Articulates clear and strategic instructional vision to ensure deeper learning is achieved within the schools, and across all subgroups at those schools
- Leverages knowledge of curriculum and assessment to diagnose instructional strengths and areas of growth in order to design, implement and monitor effective models of professional learning
- Centers strong academic outcomes for all students

Observes, assesses, identifies, designs, and coaches:

- Assesses the quality of instructional practices across the school and demonstrates understanding of levers to pull to ensure students are engaged in more deeper learning
- Identifies how to design meaningful instructional feedback cycles to improve adult practices that drive deeper learning
- Implements effective feedback cycles including regular formal and informal classroom observations of a cross-section of teachers and instructional leaders

Creates a culture of shared accountability:

- Ensures all individuals embody practices of equity by holding everyone to a shared culture of growth and continuous learning, with a deep focus on eradicating disparaging beliefs about students and their families
- Exhibits transparency in sharing the progress made towards a commitment to equity on a regular basis and in collecting feedback for personal growth

Considers diverse perspectives:

- Centers and amplifies marginalized voices within school communities
- Seeks to understand the needs and motivations of leaders and teachers

Demonstrates integrity:

- Demonstrates integrity by modeling humility and high expectations
- Recognizes and consistently acts in alignment with own beliefs, values, and purpose; builds trusting relationships grounded in equity for self and others to achieve school-wide vision, goals, and values
- Models critical hope and disruption of apathy in self and others through personal accountability

Takes initiative:

- Takes initiative, going above and beyond typical expectations, and making necessary innovations to achieve

Preferred Qualifications:

The exceptional candidate will demonstrate the following required qualifications:

- Demonstrated effective coaching skills that produce outcomes and promote professional growth
- Commitment to and demonstrated experience in closing achievement and opportunity gaps and addressing racial inequities in education
- Knowledge of and demonstrated expertise in racial equity, combating implicit bias, cultural competence, and navigating issues and leading conversations related to race and culture in educational systems and public forums
- Knowledge of and demonstrated experience in culturally responsive teaching and leadership
- Demonstrated experience with instructional design and/ or curriculum development
- Knowledge of effective instructional practices for improving student outcomes
- Demonstrated ability to work productively and collegially with individuals and teams
- Ability to learn and build on the varying cultural and community norms of students, families, school districts and other community members through awareness of one's own cultural identity and views about difference
- Ability to lead multiple tasks and to work independently and collaboratively in a complex work environment
- Excellent oral and written communication skills, with proficiency/fluency in a language in addition to English (especially Spanish) preferred

Compensation and Location

This is a full-time, exempt position, which will report to the SchoolWorks Project Manager, Director of Project Management or President, as well as the Associate Commissioner, Kaleidoscope Collective for Learning. The position is hybrid, both in person at schools and ESE in Malden, MA and working from home each week. Compensation will be commensurate with experience.

Questions?

Please contact Talent@schoolworks.org.

SchoolWorks is an equal opportunity employer.