



Job Title:	<i>Assistant Director, Instructional Coaching</i>
Reports to:	<i>Director, Instructional Coaching & Literacy</i>
Date:	<i>May 2023</i>

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that serves lower-income schools which provide a values-based education for children, thereby contributing to stronger communities. We serve students in 92 schools in the Chicago area and Northwest Indiana. Each school is a vital resource for students, families, and communities, with research showing that when a Big Shoulders Fund school closes, the surrounding area experiences an increase in violence and a decrease in social cohesion.

For more than thirty-six years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. We accomplish this by investing more than \$40 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. A recent survey of a sample of alumni of Big Shoulders Fund schools showed African American alumni graduated from college at a rate more than twice the national average and Hispanic alumni graduated at a rate more than three times the national average.

POSITION OVERVIEW

The *Assistant Director, Instructional Coaching* will plan and implement broad based professional development, as well as work directly with teachers in coaching cycles to support them in implementing rigorous instruction to meet the needs of their students. Professional development and coaching may fall both within and outside of existing Big Shoulders Fund academic programming.

The ideal candidate for this role believes passionately in the importance of ensuring that all children, regardless of income, deserve access to a quality, values-based education which will prepare them holistically for a life of their choosing. The candidate will be skilled at building connections and relationships with educators, administrators, and university partners. They will have proven leadership and communication skills that promote excellence in education and will possess the passion to ensure that educators have the tools, resources and partnership to help their students achieve at the highest level.

ESSENTIAL JOB FUNCTIONS

- Develop a deep understanding of the work of Big Shoulders Fund and the Schools Team
- Work in partnership with the Big Shoulders Fund Schools Team to assist in the design, implementation, and evaluation of instructional activities and programming at the school and network level, including but not limited to:

- School-based professional development related to Big Shoulders Fund academic programming
- Programmatic professional development sessions, to be designed in conjunction with the Schools Team
- Instructional coaching cycles with individual teachers in relation to Big Shoulders Fund academic programming
- Professional Learning Communities at schools and across the network as part of the Essentials for Excellent Teaching program
- Cultivate and maintain strong relationships with programming partners and independent contractors

ADDITIONAL EXPECTATIONS

- This role requires availability to work some evenings and weekends for Big Shoulders Fund events.
- As a member of Big Shoulders Fund staff, the *Assistant Director, Instructional Coaching* will attend and support the facilitation of fundraising events, service days, and other programs that further the mission of Big Shoulders Fund through its outreach to donors, communities and schools. The *AD, Instructional Coaching* must also work cooperatively with Big Shoulders Fund staff in Chicago and Northwest Indiana, and perform other duties as assigned.

REQUIREMENTS

- Minimum of a Bachelor's Degree; Master's Degree preferred but not required
- 5+ years of professional experience, with a preference for teaching experience in K-12 classroom and evidence of improving student achievement
- Instructional leadership and/or adult training experience preferred
- High degree of responsibility, initiative, and professionalism
- Excellent written and interpersonal communication skills
- Commitment to excellence with strong organizational ability and exceptional attention to detail
- Ability to work on several projects concurrently while meeting deadlines
- Appreciation for the benefits of a Catholic education for students, families and communities; familiarity with Catholic schools in Chicago and/or Northwest Indiana a plus; experience with education in urban environments a plus
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Ability and desire to work effectively within a team
- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and a positive attitude
- Strong analytical and critical thinking skills
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Availability to work some evenings and weekends for Big Shoulders Fund events
- This position requires local travel – candidate must have valid driver's license or access to reliable transportation

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.*