



## Instructional Coach Job Description

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### The Queen City Difference

At Queen City Academy Charter School, teachers are our most treasured assets. We expect academic and character excellence from QCA students, and our teachers help foster a dynamic learning environment where students receive the necessary preparation and support to rise to that challenge. Our coaches play a central role in supporting the professional development of our teaching staff.

A small K-8 school, QCA is a place where people enter to learn and work but experience the fulfillment of a family atmosphere as they are inducted into our nurturing yet challenging environment. Our employees enjoy competitive salaries, benefits, merit pay opportunities, and pension. More importantly, they enjoy the privilege of teaching in a place where they are supported professionally and personally.

### Coaching Position Overview

Positions Available for 2016-2017:       Math coach

Instructional Coaches at The Queen City Academy Charter School advance the mission, goals and educational philosophy of the school by collaborating with teachers to enhance student learning through effective instructional practices. Specifically, they support teachers with planning and facilitating learning activities and experiences that advance the intellectual, emotional, physical, and social growth of students, while enabling students to develop competencies, skills and disposition to function successfully in society. Instructional coaches must display uncompromising effort at demonstrating or acquiring excellence in the professional teaching areas outlined below:

- Commitment and dedication to the school design and philosophy, and a relentless pursuit of high achievement in the classroom
- The coach must have deep content knowledge and the mindset to participate in ongoing professional development, including mandatory summer staff development, to enrich expertise in the subject area and general pedagogy.
- The Coach will collaborate with teachers in the development of instructional practices that foster problem solving and mathematical understanding for students.
- Formative assessment based upon students' thinking will be analyzed collaboratively and guide instructional planning as well as professional development.
- The Coach will work with teachers to implement the Standards for Mathematical Practices and the Common Core content standards.
- The Coach does not evaluate teachers but will work with them to build upon their strengths in improving instruction.
- Analyze school-wide and classroom data to guide instructional decisions about student learning needs
- Leads and participates in on-going and job-embedded professional development (e.g. meetings, workshops, trainings, and seminars) for the purpose of conveying and/or gathering information related to math content knowledge, pedagogy, and coaching
- The Coach will fulfill assigned duties from the Chief Academic Officer/Director and Assistant Academic Director



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### **Qualifications**

The successful candidate will have an earned Master's degree with at least 5 years of experience teaching experience in subject area, and certification as appropriate. All coaches will be required to provide a copy of a valid New Jersey Certificate before employment is offered. Applicants must demonstrate cultural sensitivity, ability to communicate with parents and students, have mastery of subject matter content, hold high expectations of students and adults and possess basic understanding of adult learning theory. Coaches must be committed to the school design and philosophy.

### **To Apply**

Visit <http://www.queencity.edu/employment-opportunities.shtml> to complete an application. After you have completed the online application, you will be prompted to send a resume and copies of certificates to: [hr@queencity.edu](mailto:hr@queencity.edu).

### **About QCA**

The Queen City Academy Charter School is the first charter school located in Plainfield, New Jersey. QCA serves 252 scholars in grades K-8. Our mission is to create lifelong learners, and equip staff with the opportunities to successfully shape and transform lives by cultivating learners that possess the ability to be critical-thinkers, and demonstrate leadership skills required to continuously open new doors which create generational successes. All staff are expected to be committed to the mission of QCA, have a positive and professional attitude, exhibit a strong work ethic (including a willingness to work long hours) and possess an inner drive for personal and professional excellence. *The Queen City Academy Charter School of Plainfield is an equal opportunity employer*