

Instructional Coach Job Description



The mission of the Chicagoland Lutheran Educational Foundation (CLEF) is to empower urban Lutheran schools to deliver innovative, quality education in a Christian environment. To achieve our mission, CLEF raises funds for student scholarships, educational programs, capital improvements, technology, and salary support. In addition, CLEF provides services including special education, school nursing, teacher professional development and coaching, and marketing assistance. Located in Bensenville, we serve a network of 22 Lutheran schools across Chicagoland. CLEF is a recognized 501(c)(3) nonprofit organization dedicated to ensuring our students, teachers, leaders and schools have the tools they need, to grow, thrive and succeed.

Position Summary:

The Instructional Coach will assist the CLEF Academic Director and school(s) in supporting the implementation of high-quality academics. In this role they will provide instructional coaching support to teachers in the areas of literacy, STEAM, and project-based learning. The Instructional Coach will also coordinate with the vested stakeholders and other leadership regarding the weekly management of school-based program initiatives and other related duties as assigned. Professional and personal traits expected of the Instructional Coach include integrity, competence, critical thinking, creativity, and strong communication skills.

Duties and Responsibilities:

Instructional Coaches will:

- maintain a weekly presence in and become an integral part of the assigned partner school(s);
- attend two monthly Project Team meetings at the CLEF office;
- provide six hours of flexible specialty-specific coaching in other schools or engage in other coaching or curricular options each month, as needed;
- engage in the classroom demonstrating, observing and coaching all teachers in the assigned school(s);
- support teachers and teacher leaders in all assigned school(s) and build capacity for school-based leadership;
- attend and support all professional development sessions as indicated;
- familiarize principals with concepts, pedagogical practices and the project objectives;
- facilitate whole group sessions, grade-level band meetings and concept-specific breakout sessions for each school and at professional development meetings, as needed;
- participate in vertical teaming clusters from PK-8 from partner schools;
- collaborate with other coaches, partners and Academic Director;
- support the writing of unit plans, including uploading plans to the Chalk network-wide lesson plan system, as needed;
- fulfill all hourly in-school and on-campus commitments weekly;
- maintain consistent communication with Academic Director, school leadership, and all vested stakeholders; and
- complete all paperwork, logs, and reports (anecdotal notes daily, and others built into meeting times).

This position is subject to annual renewal. It spans the school year calendar (generally mid-August through end of May, deferring to both school's days of non-attendance.) Additional planning work may be offered throughout breaks and over the summer.

Qualifications:

- Bachelor's degree required. Master's degree/advanced study within the educational field preferred.
- Valid professional educator's license.
- Minimum of four years teaching in k-8 public, charter, or private schools required
- Previous coaching experience preferred.
- Excellent relationship-building, problem solving, and collaboration skills.
- A proven record of supporting academic excellence.
- Excellent oral and written communication skills.
- Proficient level of technology skills aligned with job responsibilities.

Compensation:

Salary is externally sponsored and renewable on a year-by-year basis, pending funding and successful performance and reviews. Salary is set at \$40 per hour, for a minimum of 34 weeks, for 19.75 hours per week.

For Consideration:

Please submit a cover letter, resume and salary requirements to clef@clefchicago.org.

Chicagoland Lutheran Educational Foundation • 861 S. Church Road, Bensenville, IL 60106
www.clefchicago.org • 630-595-9310