

New Heights

JOB TITLE:

Curriculum and Instruction Coach

REPORTS TO:

Chief Academic Officer/Campus Director

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: From \$66,000.00/year; 11-month position

COMPANY:

Established in 2023, New Heights is an authorized public high school for people 18-50 that has been created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that a high school diploma (not a GED), career education, and access to college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The Curriculum and Instruction Coach leads the strategic planning and management of curriculum development and instructional practices, including the development of an assessment program. The Curriculum and Instruction Coach ensures the development and delivery of rigorous, effective and aligned curriculum, instruction, and assessment programs. This position is responsible for ensuring the curriculum is aligned with the goals of New Heights in support of continuous student achievement to include the incorporation of durable skills, careers, literacy, and portfolio work. The position is responsible for developing and guiding the implementation of developed curriculum through continuous coaching of teachers, interventionists and staff serving students with special needs. This position will work with campus and district leaders to provide relevant findings based on student data and the refinement of New Heights instructional goals and metrics. The Curriculum and Instruction Coach recognizes the New Heights teacher is the greatest resource to the advancement of our students and develops and refines curriculum. The position will collaborate with the Chief Academic Officer to ensure alignment with campus needs and remains aligned with the New Heights Board, Superintendent, and District priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Curriculum, Instruction and Assessment

- Guide the decision-making process of New Heights to establish and review goals, objectives, and major classroom instructional strategies.
- Coordinate the review, development, and revision of curriculum, instructional, and assessment programs for all subject areas.
- Provide mentorship for all instructional staff.

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- Work cooperatively with district leaders, teachers, and the Campus Director to develop relevant curriculum, proficiency scales, rigorous instructional practices, alignment with college and career partnership programs, and assessments for all subject areas.
- Engage teachers and support staff to:
 - a. Evaluate and select instructional tools and materials that meet the learning needs of a New Heights student; and
 - b. Develop goals and objectives encouraging the academic improvement of all students.
- Evaluate needs and opportunities for adult learners utilizing best practices of successful high schools and college preparation institutions in closing achievement gaps for high-need students.
- Facilitate the evaluation of curriculum, instruction, and assessment using student and staff data to determine effectiveness and improve student outcomes.
- Develop multiple graduate pathways for advancement in college and career.
- Work with partners to ensure NH curriculum, standards and practices align with their needs.
- Make adjustments to the plans, policies, and procedures based on current research and best practices in the field of curriculum, instruction, and assessment.
- Ensure that all developed curriculum includes components of college, career, social and emotional, and diversity, equity, and inclusion standards.
- Collaborate on the development of a competency-based evaluation and feedback loops similar to a performance evaluation in a job.
- Coordinate the acquisition, ordering, training and effective use of district-adopted texts or materials.
- Develop and implement a comprehensive assessment system, inclusive of formative, summative, and performance-based assessments.
- Facilitate the collection, analysis, interpretation, and dissemination of student data including standardized and local assessment data for school improvement and program evaluation purposes.

Professional Development & Evaluation

- Encourage, encompass and model a culture of instructional excellence and professional growth among instructional team members.
- Work with instructional teams establishing realistic and measurable goals and objectives that support teacher professional development and student learning.
- Support the Campus Director in their efforts to provide instructional staff support and evaluation on curriculum and instruction at a high level.
- Guide and support teachers in aligning their instructional practices with the established curriculum.
- Coach and provide problem solving support on the continuous professional growth and improvement of teacher instructional skills.
- Oversee staff development programs and ensure that effective activities support instructional programs and incorporate staff input aligned with the New Heights spirit and mission.
- Support and assist the Campus Director with the implementation of the New Heights performance evaluation process.

OTHER DUTIES AND RESPONSIBILITIES:

- Foster a campus atmosphere of collegiality among teams by:
 - a. providing various opportunities for active involvement in the curriculum and instruction development process by team members; and
 - b. effectively communicating high performance instructional delivery to staff and the alignment with the New Heights spirit and established campus goals.
- Model and promote effective communication and collaboration among team members to enhance student and staff satisfaction.
- Promote positive and effective communication and collaboration among team members to enhance service delivery, program development, and student and staff satisfaction.

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- Comply with policies established by federal and state law, including, but not limited to, State Board of Education and New Heights Board policy.
- Participate in the preparation, implementation and evaluation of a team budget founded on the needs of the campus and aligned with the New Heights Board, Superintendent and District priorities.
- Assist other district and campus teams with outreach and engagement events throughout the school year (periodically at nights and on weekends); and
- Perform other duties as assigned to support the success of New Heights.

SUPERVISORY RESPONSIBILITY:

This position currently does not hold any supervisory responsibilities but will provide support for instructional staff.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Master's degree from an accredited college or university.
- Texas Teaching Certification.
- Two years' experience as a lead/department teacher, instructional coach, or district instructional department leader.
- Five years' experience as a classroom teacher.
- Wide-ranging familiarity with Texas educational requirements and practices, including curriculum, assessment, instructional coaching, and the state accountability system.
- Familiarity with the Effective Schools Framework.
- Ability to oversee, coordinate, and influence a proactive and solution-focused team, focused on a positive first impression when inviting potential students and community partners.
- Strong sense of professionalism, administrative ability, systemic understanding of developing adult relationships, building trust while utilizing socioemotional approaches, and effective communication/interpersonal skills with adults seeking a return to the educational environment.
- Superior leadership, supervisory, organizational, verbal and written communication skills, and the ability to remain calm when handling multiple tasks effectively.
- Experience working with adults age 18-50 in urban, non-traditional, and/or adult education setting; Possess understanding of marginalization and how it impacts an individual and the community; Display respect for diversity of thought and have experience implementing thoughtful collaboration within a team and the New Heights community.
- A valid Texas driver's license is required. This position will require periodic travel to locations in the Greater Dallas/Fort Worth area.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree from an accredited college or university.
- Five years' experience as a lead/department teacher, instructional coach, campus principal, or district instructional department leader.
- Certified Texas Principal (T-PESS) and Teacher (T-TESS) Evaluation & Support System appraiser (*or commitment to obtain within 90 days of hire*).

BENEFITS:

- Teacher Retirement System
- Annual paid time off
- Health Benefits
- FSA
- Life Insurance

COMPENSATION & SCHEDULE:

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- Based on experience and qualifications.
- This is a 11-month position. State and Federal Holidays; School Breaks; PTO.

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SALARY: From \$66,000.00/year

NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

New Heights is a public school and post-offer background check and fingerprinting is required to ensure the applicant meets all eligibility requirements for the position.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Name

Date