

JOB ANNOUNCEMENT

POSITION

Instructional Specialist

POSITION SUMMARY

The Instructional Specialist will work with school administrators and classroom teachers to positively impact student achievement and professional learning through coaching and demonstrating best instructional practices. CTAC is a Lead Turnaround Partner in Virginia and the Instructional Specialist will work directly with underperforming schools in Richmond, Virginia. This 12-month position is Virginia based and occasional travel is required.

MAJOR RESPONSIBILITIES

1. *Coaching & Professional Development*

- Effectively use a coaching model in the core academic areas to assist in the continuous improvement of instruction.
- Support teachers in the implementation of division-level initiatives and programs.
- Collaborate with CTAC colleagues to determine what instructional support is needed to achieve the goals of the school turnaround plan.
- Facilitate leadership and professional development sessions implementing CTAC's Standard Bearer Process (SBS).
- Assist teachers in integrating highly effective instructional practices into their plans and lessons.
- Interpret student achievement data and determine related instructional needs.
- Observe practice, access resources, collect data, provide feedback, and demonstrate lessons in classrooms.
- Develop and implement training curricula and assistance strategies for school and community leaders.
- Maintain both general and project-related relationships with diverse constituencies – boards, cabinets, schools teams, corporate groups and philanthropic organizations.

2. *Coordination & Management*

- Plan, coordinate and manage specific projects and/or project components, technical assistance, data collection, and program development.
- Communicate present and future work needs and assignments to staff as needed.
- Identify field and/or internal challenges and help create and implement resolutions.

- Anticipate and identify project requirements in a timely manner.
- Maintain detailed project records and prepare Lead Turnaround Partner reports for all constituencies as required, including but not limited to the State, the school division and CTAC.
- Other duties as required.

QUALIFICATIONS

- Master's degree preferred.
- Demonstrated excellence in teaching.
- Outstanding communication and presentation skills; ability to write with clarity.
- Demonstrated ability to meet deadlines.
- Excellent interpersonal skills.
- Ability to work effectively with adult learners based on their changing needs.
- Strong planning and organizational skills; ability to manage multiple projects concurrently.
- Working knowledge of standards and skills across content areas and grade levels k – 8.
- Demonstrated ability to transfer researched-based practices into classroom instruction.
- Strong, demonstrated belief in teacher efficacy and the power of continuous learning.
- Ability to model instructional strategies, including differentiation techniques, across content areas and grade levels.
- Skills in building and maintaining collaborative relationships with administrators and with teachers at all levels of experience.
- Knowledge and experience using a variety of assessment tools and analyzing student data.
- Demonstrated ability to act as a skilled, reliable, credible and accessible resource.
- Communicate the goals and processes of the coaching mode, and use it effectively in working with teachers.
- Expertise in designing, developing and implementing professional development programs.
- Demonstrated ability to create climates of trust and understanding.
- Demonstrated experience with community-school partnerships and community or parent involvement.

APPLICATION PROCESS

This position is open until filled. Please send resume and cover letter with salary requirements to: Cathi Leone, Director, Finance and Management Systems, Community Training & Assistance Center, 30 Winter Street, 7th Floor, Boston, MA 02108, or to cleone@ctacusa.com.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. Bilingual, minority and women candidates are encouraged to apply.

ORGANIZATION DESCRIPTION

The Community Training and Assistance Center (CTAC) has a thirty-five year record of success in urban communities. CTAC provides technical assistance to school systems, state departments of education, and community-based organizations to improve education, health, and community and neighborhood revitalization in cities and states throughout the country. There are three primary components to this support: on-site technical assistance, research and evaluation services, and public policy support.

CTAC's education-related activities focus on the systemic reform of urban school districts serving diverse and at-risk populations. CTAC's core education initiatives focus on (1) helping districts to conduct and learn from intensive analyses of disaggregated student achievement data, (2) building the capacity at school sites to analyze the conditions that help or hinder student achievement, find their causes, and create and implement improvement plans which address those causes, and (3) helping districts to manage strategically based on the needs and priorities identified at the individual school sites. The Center's Education Division also conducts assessments and provides assistance to state and district-wide initiatives, such as state interventions in underperforming school districts. CTAC's methodologies include using growth models to evaluate the impact of reforms on student achievement. CTAC is a nationally recognized leader in providing technical assistance to states, districts and unions to link teacher performance to student growth, develop performance-based compensation initiatives, implement educator evaluation systems, and support school and district turnaround efforts.

For additional information regarding CTAC, please visit www.ctacusa.com.