

## **Instructional Development and Reading Specialist Plan**

Develop and maintain effective structures that support the instructional growth and development of grade-level team members (K-2, 3-5, 6-7) to ensure results driven, culturally relevant, rigorous curriculum and instruction that hits the following instructional targets:

- English Literacy
- Spanish Literacy
- Mathematics
- Ethnic Studies
- STEM

### **Professional Development**

**Plan and co-facilitate bi-weekly teacher PLCs with Lead Teachers that drive the school's instructional framework**

- Utilize practices such as backwards mapping, setting big goals, identifying exemplars of proficiency to work towards meeting goals.
- Check-in relative to instructional goals bi-weekly
- Focal student inquiry bi-weekly
- Analyze student work bi-weekly
- Set and revise goals and intentions about improved instructional practice bi-weekly
- Watch and debrief a lesson (in video or in person) monthly
- Co-plan a lesson with a similar instructional focus as needed
- Incorporate current research; discuss a book or article and how it relates to instruction as needed monthly
- Use all of the above to reflect on and improve vertical alignment

**Assess the instructional needs of teaching staff, and plan and implement monthly professional development workshops.**

- Plan and facilitate school wide professional development sessions, specifically
  - Start of year PD
  - Quarterly data days
  - Bi-monthly Instructional Aides PD to support our IA to Teacher Pipeline
  - End of year PD

**Develop opportunities for teaching staff to deepen their knowledge of culturally responsive instructional strategies through presentation and facilitation of workshops and trainings. Put together monthly list of relevant professional development opportunities.**

### **Teacher Observation, Coaching and Community Engagement**

**Observe and provide feedback to cohort teachers, focusing most on BTSA teachers**

- Provide formal and informal feedback on observations, lesson plan review, curriculum design, classroom management best practices, and sub plans.
- Support teachers in sending weekly newsletters to families that highlight what is being taught and ways to support at home.

- Facilitate volunteer trainings for teachers and parents to support teachers in knowing how to use parent volunteers in the classroom and parents in feeling comfortable and empowered to do so.

#### **Coach teachers on TEN Individual Growth Plans**

- Analyze feedback data to create and revise growth plan twice a year.
- Observe and debrief instruction weekly; debrief should include an analysis of student work
- Co-plan weekly
- Analyze student data monthly
- Co-teach/model as needed
- Collaborate with other lead teachers to develop debrief/reflection protocols, as well as locate, create & share resources for classroom use.

#### **Curriculum and Assessment Design**

##### **Curriculum Design and Intervention**

- Develop, implement, and revise culturally relevant and responsive curriculum maps for grade levels and content areas
- Support teachers in creation of unit and lesson plans that align to curriculum maps
- Provide support around reading intervention strategies and lead pull out sessions with students for teachers to observe

##### **Assessment**

- Support the implementation of an assessment system that includes formative and summative assessments (e.g. Northwest Evaluation Assessment (NWEA), ARC) and support in the development of ongoing assessments as needed.
- Develop, implement and maintain school-wide assessment inventory and calendar.
- Oversee the collection, analysis and use of data to identify student learning assets and needs to inform instruction and increase student learning.
- Analyze data to inform instruction and present to staff and stakeholders.
- Support with scheduling and completion of state testing (ELPAC & SBAC).

#### **Visionary Leadership in STEM and Dual Immersion**

- Support Head of School in leading school-wide efforts in STEM and Dual Immersion including curriculum mapping, program development and implementation, standards alignment, stakeholder communication, etc.
- Support Head of School to develop and present a three, five, and ten year plan for the effective implementation of STEM and Dual Immersion programs by the end of year one in conversation and communication with all stakeholders (teachers, support staff, ASP, etc.).
- Support Head of School to create sustainable model for tracking progress, effectiveness and efficacy of STEM and Dual Immersion Models. The model, and its implementation and results will be reviewed and presented bi-annually to the Board of Directors, if needed.
- Facilitate the implementation of lead program (Dual Immersion and STEM) by providing teachers and other relevant staff monthly training and ongoing support.

- Provide support as needed to grant writer by actively seeking out funding opportunities and back grant writing efforts that support lead program (STEM and Dual Immersion), and, when necessary, larger school-wide projects
- Coordinate with grant writer or development team to ensure continuity between fundraising efforts on lead program and the school's overall program.

**Other key responsibilities**

- Participate in the development of the hiring processes and the vetting and onboarding of new teaching staff.
- Manage and administer allocated team budget and resources, and lead future budget planning along with Head of School.
- Work cooperatively with the Visual and Performing Arts Director to ensure systems are effective and that overall instruction is aligned to content and student experience goals.
- Reflect on and seek opportunities for leadership development.