San Francisco Unified School District
Instructional Reform Facilitator (Job Code: 0825)
2014-2015 School Year

SFUSD Mission and Goals
The mission of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential.

Our three primary goals focus on closing the achievement gap and diminishing the predictive power of demographics:

- **Access and Equity**: We will make social justice a reality by ensuring every student has access to quality teaching and learning.
- **Achievement**: We will ensure that every student graduates from high school ready for college and career success in the 21st century.
- **Accountability**: We will keep our promises to students and families and enlist everyone in the community to join us.

Description
The Instructional Reform Facilitator (IRF) is a strategic partner to SFUSD principals and a key member of instructional leadership teams in their role as a continuous school improvement coach. Centrally assigned to schools with high concentrations of students who have been historically underserved, IRFs provide schools with guidance and support around professional capacity systems that support the systemic use of data, accelerated student learning and engagement in deliberate dialogue around targeted groups of students. These systems include but are not limited to:

- Teacher Collaboration
- Instructional Coaching
- Professional Development

IRFs demonstrate a sense of urgency to attain dramatic gains in student learning and have a deep commitment to equity for all. The hiring and placement of IRFs at specific schools is part of the SFUSD Multi-Tiered System of Support (MTSS) to benefit schools with persistent low performance, high historical teacher turnover, and high rates of segregation, among other factors.

The network of IRFs will be managed by the Research, Planning & Accountability department and will, in conjunction with an Assistant Superintendent, program administrator and site principal, be responsible for supporting all aspects of data-driven instructional reform at their respective sites.

The position is paid at the teacher salary level, based on SFUSD/UESF agreements. We are seeking full-time, half-time, site-based, and Assistant Superintendent team IRF roles. This is a one-year position. Additional days of work may be required.

Essential Duties and Responsibilities

**Access and Equity:**
- Collaborate in the development of opportunities to deepen teachers’ knowledge of culturally responsive instructional strategies and their effective use

**Systems and Structures for Continuous Improvement:**
• Support the school in the establishment and maintenance of effective structures for continuous instructional improvement (e.g., teacher collaboration, instructional leadership teams, results oriented planning, etc.)
• Incorporate current research and educational literature into continuous school improvement

**Teacher Collaboration:**
• Support (Co-plan or facilitate) teacher collaboration so that teachers create SFUSD core curriculum-aligned curriculum maps, plan lessons, and reflect on evidence of student learning
• Support school in utilizing Common Core State Standards

**Instructional Coaching:**
• Organize instructional coaching as a strategic resource to support the development of professional practice as part of a results oriented cycle of inquiry
• Coach teachers on individual student learning plans (co-plan, co-teach/model, develop debrief/reflection protocols, locate, create & share resources for classroom use)
• Coordinate instructional rounds-horizontally and vertically (as planned with instructional leadership team and supported by area team)

**Professional Development**
• Support the school with a professional development plan that identifies the learning goals of its teachers and describes how its resources will achieve these goals
• Insures that meeting times are planned in keeping with the school’s instructional goals

**Strategic Use of Data to Inform Instruction and Planning:**
• Support the Implementation of a balanced assessment system to identify school-wide, grade level and student level strengths and weaknesses
• Oversee collection, analysis and use of data to identify student learning assets and needs and support instructional improvement for accelerated growth; actively support classroom teachers in utilizing formative assessments, including school and district level assessments, such as the Common Learning Assessment (CLA), Fountas and Pinnell and Integrated Writing Assessments (IWA), to inform instruction and accelerate student learning
• Support the development and maintenance of school-wide assessment inventory and calendar
• Implement a range of comprehensive assessment tools that seamlessly match with curriculum to support rigorous standards-based instruction
• Effectively use the SFUSD data management system, Data Director, to analyze data to inform instruction
• Plan and co-facilitate data analysis meetings with teacher collaboration teams
• Inform the development and monitoring of site’s Balanced Score Card
• Support school in learning about Smarter Balanced Assessments

**IRF Network:**
• Utilize Results Oriented Cycles of Inquiry (backwards mapping, setting big goals, identifying exemplars of proficiency) to work towards goals
• Attend, participate and bring evidence to IRF network meetings
• Actively collaborate in professional learning networks with all other centrally funded site based resource personnel
Minimum Requirements

- Possession of a valid California Teaching Credential in the appropriate content area as required by the California Education Code, Section 44860 and English Learner certificate (CLAD or BCLAD) as required by Board Policy
- NCLB Highly Qualified teacher certification
- Outstanding and /or Highly Satisfactory Summary Evaluations
- At least three years of classroom teaching experience with demonstrated effectiveness in the subject matter, use of standards-based curriculum, instruction and assessment

Desired Qualifications

- Successful experience working with a diverse adult and student population; track record of success in an urban school setting
- Skillful in analyzing student assessment data, instructional planning and professional development of teachers
- Thorough working knowledge of district reporting systems, including Data Director
- Experience in coaching, mentoring and modeling of data use in improving instruction
- Experience in group facilitation and conducting professional development in continuous school improvement
- Demonstrated knowledge of current research related to school improvement and educational equity
- Demonstrated ability to collaborate with district and school-based administrators
- Excellent interpersonal and communication skills; high degree of organization and effective time management
- Contribution to or leadership in effective, school-based reform to achieve educational equity
- Demonstrated knowledge of CCSS and a balanced assessment system
- Bilingually proficient (speaking, reading, writing) in Cantonese or Spanish when necessary

Application Instructions

We are currently accepting applications for the 2014-2015 school year. Applicants will be screened centrally and participate in a central interview process to determine whether or not they will be part of the eligible pool. Site assignments will be recommended by the site principal and IRF network program administrators.

The process includes:
- Paper screening of all required documents: www.sfusd.edu/jobs
- Group and individual interview at the central level
- Interview with school site will be required

To Apply:
- Go to www.sfusd.edu/jobs
- Create an account and complete a certificated application. Applications generally take 1-2 hours to complete. SFUSD looks very carefully at the entire application, including the 3 short answer questions.
- Go to the “Jobs” tab to view and apply for specific openings.
- Please check back often to connect your application to specific openings as they are posted.
- Applicants will be contacted based on the needs of the district and current selection criteria.

For more information about SFUSD’s mission and Strategic Plan please visit http://www.sfusd.edu/en/about-sfusd/strategic-plans-and-projects.html
For other questions, visit www.sfusd.edu or contact us at teach@sfusd.edu

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