Supervisor, Instructional Coaching/Intern Teacher Development

Job Description

About SFUSD

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 55,000 students who speak more than 44 documented languages in our 131 schools across the city of San Francisco. We aim 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. Every day in our quest to achieve this mission we place access and equity, student achievement, and accountability at the forefront of every child’s education.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement that requires broad collaboration across an array of strategic partners. As a CORE district, SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan, Impact Learning. Impact Lives. and Vision 2025.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

This position is supervised by the Director of Curriculum and Instruction, Office of Professional Learning and Leadership position, and is charged with pursuing the overarching goals of improving instructional coaching and developing a new pathway for aspiring teachers. The Supervisor will work to strengthen the partnerships between San Francisco Unified School District Curriculum and Instruction, LEAD, Human Resources, Student Services and partnering community-based organization and entities to provide services to develop and enhance instructional coaching in the school district, and to develop a certification pathway for aspiring teachers.

Essential Duties and Responsibilities

Teacher Intern Program

This position works in collaboration with the Executive Director to oversee development and operation of a teacher intern certification program for the SFUSD. In carrying out this charge, the Supervisor’s responsibilities will include:

- **Serve as main point of contact for C&I to effectively integrate SFUSD content into Pathway coursework**
  - Attend weekly check-ins with partner organization and take the lead on next steps as needed
  - Project manage SFUSD input and feedback on new teacher development content
  - Provide updates to partners on key initiatives in the district that would inform content
  - Articulate and publicize updates to SFUSD partner departments on work happening with teacher intern programs

- **Make recommendations for Race & Equity content for the Pathway Program**
  - Review existing partnership resources designed to develop competent and equity-focused teachers, and make recommendations for inclusion and integration of specific SFUSD resources
  - Develop a strategy for integrating this work into content for new teachers through the development of a learning series focused on access and equity

- **Make recommendations for SFUSD specific content to be included in all phases of new teacher development to include:**
  - Core curriculum specific to SFUSD
  - Race & Equity content
  - SFUSD data tracking systems
  - Safe and Supportive Schools training

- **Serve as Summer School/Field Experience District contact**
  - Develop summer school plan to determine school sites, number and type of placements, coordinated dates, and
opportunity for central skill building sessions
- Coordinate all logistics with summer school partners
- Serve as point person for cooperating teachers by facilitating trainings and debriefings

Instructional Coaching Development
This position oversees development and operation of instructional coaching development programs for the SFUSD. In carrying out this charge, the Supervisor’s responsibilities will include:

- **Facilitate Partnership**
  - Develop and Oversee Consulting Contract
  - Lead facilitation of consulting relationship with District and external partner supporting instructional coaching
- **Support New Coaches**
  - Oversee and Plan Dates/Locations/Catering /Communication for Coach Development
  - Develop Scope/Sequence for Coach Development
  - Manage and Recruit Attendees
- **Plan and Convene Coach Leadership Network**
  - Collaborate for planning dates, agenda topics, and stakeholder engagement strategies
- **Plan In-Field Support for Instructional Coaches**
  - Collaborate on plans for infield support of instructional coaching
- **Oversee Data Management**
  - Collaborate on plans for data management systems
  - Oversee data collection and make regular reports to stakeholders

Support of SFUSD Strategic Plan and Operations
This position operates within a collaborative group that coordinates the work of the SFUSD, Curriculum and Instruction Division, and the Office of Professional Learning and Leadership. In carrying out their duties, the Supervisor’s responsibilities will include:

- Actively participate in department and division collaboration and professional learning
  - Attend, plan, and/or lead meetings and professional learning relevant to the work of the District
- Report to work regularly and punctually to meet essential functions of job responsibilities
- Perform other duties as assigned relevant to the operation of the District

**MINIMUM QUALIFICATIONS**
- Master’s Degree or higher preferred
- Possess a valid California Administrative Services Credential
- Minimum of 5 years of teaching and/or counseling
- Experience with instructional coaching, including supervision of instructional coaches
- Experience working with Community Based Organizations, Higher Education and/or Non-Profit organizations
- Experience developing and implementing programs, projects, events, professional development and community meetings
- Thorough understanding of SFUSD Vision and Goals, Strategic Plan, especially as it relates to recruiting and developing talent in teachers
- Strong organizational, written and verbal communication and interpersonal skills
- Ability obtain resources, problem solve and develop skills necessary to accomplish department goals
- Microsoft office skills (Word, Excel, Outlook, Power-point), research ability, understanding of data
- Grant development and writing skills preferred, but not required

**WHAT WE OFFER**
SFUSD offers a competitive salary commensurate with experience, and a comprehensive benefits package including dental and vision plans, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

**HOW TO APPLY**
- Visit www.edjoin.org to begin your application.
- Attach a letter of interest, resume, a letter of recommendation and a current list of references.
- Our Human Resources team will review your entire application to determine your eligibility status. We will contact you directly should you move forward in the process.

The San Francisco Unified School District is committed to maintaining an educational environment where all persons who participate in school programs and activities can work and learn together in an atmosphere free of all forms of harassment or intimidation. The Board prohibits sexual harassment of students, employees or other persons, at school or at school-sponsored or school-related activities. San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristic