

STEMbyTAF Instructional Coach	
DEPARTMENT	TAF Education Team
REPORTS TO	TAF Executive Director of Education
SALARY	\$60K - \$70K DOE
POST/CLOSE DATE	OPEN
CLASSIFICATION	Exempt/Full Time (40 Hours)
HOURS	Monday - Friday
LOCATION	Bethaday Community Learning Space (BCLS) & STEMbyTAF Transformation Schools

SUMMARY

The STEMbyTAF Instructional Coach position reports directly to TAF’s Director of Education and works closely with the STEMByTAF Professional Development PM and other TAF Education Team members to provide a broad range of instructional support to teachers at STEMbyTAF Transformation schools. Assistance can be delivered in small, whole group, and/or online mediums and focused primarily on building the capacities of teachers’ understanding of STEMbyTAF principles of equity in education, interdisciplinary project-based learning, STEM integration, education technology, and college and career readiness. A variety of coaching methods are used to promote adult learning and support professional growth.

ESSENTIAL DUTIES & RESPONSIBILITIES

Communication

- Encourages reflective dialogue by asking open-ended questions, and using problem and paraphrasing techniques
- Understands that listening and learning are key to developing a successful coaching relationship
- Contributes to the development and maintenance of the STEMbyTAF Teacher Resource Center
- Document the work of the coach in transformation site and provide updates to administration, district and TAF

Building Relationships and Collaboration

- Builds trusting relationships with administration and teachers to enable discussion, reflection, and inquiry around teaching practices
- Creates structures and processes that promote trust, collegiality and builds on shared expertise
- Fosters a professional learning culture grounded in adult learning theory and research-based instructional strategies
- Partners with building leaders to support teacher learning and improves student achievement
- Develop school and community connections resulting in the advancement and inclusion of STEM industry partnerships

Professional Development

- Skillfully facilitates ongoing, job embedded professional development for teachers: 1:1, small and whole group

- Designs differentiated professional development opportunities based on student and teacher data and adult learning priorities
- Creates structures and processes for collaborative work that promotes collegiality and shared responsibility
- Collaborates with other instructional coaches and curriculum design program manager to develop and lead STEMbyTAF Institute and ongoing professional development sessions aligned to PBL and STEM integration

Data Analysis and Student Achievement

- Bases all coaching and professional development decisions on teacher and student data
- Assists teachers in analyzing student data and designing differentiated instructional
- Collaboratively monitors student progress to sustain continuous improvement
- Work with data analyst/manager to provide school specific data

Lifelong Learner

- Consistently seeks new experiences and opportunities for learning
- Demonstrates deep reflection both verbally and in written form

QUALIFICATIONS

- Ability to represent underserved children of color for higher education and professional success.
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; ability to compile data accurately.
- Familiarity working in diverse and multicultural and bilingual environments.
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Drivers license.

EDUCATION & EXPERIENCES

- Bachelors or Masters degree in education or related field
- Minimum of three years exemplary classroom experience at relevant level
- Must have demonstrated effective facilitation of professional development for adult learners
- Experience with curriculum development and a variety of effective instructional strategies
- Experience analyzing data and using it to modify instructional practices to benefit students
- Experience with project-based learning is a plus
- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint; MS Outlook. cursory knowledge using Course Management System (CMS), Dropbox, SharePoint and Google Docs is a plus

LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

BENEFITS

- Healthcare
- Individual Retirement Account
- Vacation and Sick Leave, plus one office shut-down week off



TO APPLY:

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at www.techaccess.org/work-at-taf. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.