



## Position Summary:

The Talent and School Support Team's primary role is to retain top talent in the field by ensuring that a varied group of urban teachers and leaders become great in their roles, and that their students and teams make huge progress through mentoring and professional development.

Communicates with: Program Directors, CfUT Team, partner school teachers and leaders, Title vendors, and other support personnel and community partners engaged by CfUT

Job Type: Depending upon applicants, this position has the potential to exist as a part time or full time role. If part time the role will be hourly and will not be eligible for full time benefits. If full time, it will be salaried and full time benefits eligible.

Work Schedule: If part-time, schedule will be planned at least two weeks in advance. If full-time, this position has designated paid time off as defined in the employee benefit package. Since CfUT's program is a year round operation, time off must be collaboratively planned with your supervisor at least two weeks in advance. Please note that some evenings and weekends are necessary to fulfill job responsibilities.

## Candidate Profile and Experience Prerequisites:

- Alignment with and personal investment in the CfUT's mission, vision, and values
- Belief that the teacher is the number one determining factor in student achievement
- A bachelor's degree from an accredited university
- A minimum of three years of teaching experience in an urban classroom and preferred experience of two or more years in a school leadership role
- Demonstrated success as a teacher and leader, and has knowledge of effective teaching practices and leadership skills
- Keeps their "eye on the prize" constantly – always remember the end goals of teacher effectiveness and student success, and stay focused on the positive, even when the going gets really tough
- Connects and builds deep, trusting one-on-one relationships with people who are quite different from them
- Gains "buy-in" from others, even those who are initially skeptical
- Strong organizational skills - makes smart choices about which things to prioritize
- Strives to constantly improve at whatever they do, and demonstrates a willingness to learn
- Thrives under pressure
- Takes initiative and is a self-starter, but is able to ask for direction when needed
- Ability to manage projects both independently and as a team
- Viewed as a leader among their peers
- Uses data to figure out the right next steps, and to set and achieve big goals
- Possesses a strong bias toward action; needs to work relentlessly and urgently to be satisfied

**Why this is imperative:** This position is imperative to CfUT's success because it ensures that top talent remains in the field by empowering every teacher and leader to reach their maximum potential and maximum impact in the classroom and in their school. Ultimately, the Talent & School Support Team has the ability to not only drastically improve the impact of teachers in the classroom and school leaders while addressing the critical talent retention issue facing our schools today, but also the lives of the students in our schools.

**The win:** You are successful when you effectively retain 75% of our teacher and leader program graduates in the field for four or more years, their students meet the CfUT achievement and growth targets, and non-program graduate mentees demonstrate growth in targeted skills, dispositions, and student achievement measures that leads them to alumni status.

## Job Responsibilities\*:

### **Recruitment of Candidates:**

Actively identify and recruit a diverse pool of prospective teacher and leader candidates for CfUT's Support Track or Leadership Development programs by:

# Center for Urban Teaching

## Talent & School Support Team



- Promoting CfUT's reputation as a premier pipeline and training program for urban teachers and leaders
- Being a subject matter expert on CfUT's program and the experiences we provide to those interested
- Sourcing and attracting candidates through school and community partners
- Assisting in the design and implementation of the overall recruiting strategy
- Utilizing the designated database to track candidates and shift leads among the team to maximize engagement
- Creating and adapting recruitment materials, protocols, and processes
- Communicating with participants via email, phone call, or text to build influential relationships
- Select candidates for the appropriate program through observation, reference checks, and interviews
- Ensuring your caseload is attending all programs related to their development

### **Professional Development:**

Effectively train teachers, leaders, and schools by:

- Developing teacher and leader training frameworks, methods, and materials for faculty in-service, ETC, CfUT's Summer Leadership Development (SLD) Sessions, and/or CfUT's Master's in Leadership and Innovation
- Promote and Secure Professional Development Sessions from partner schools based on need and best practices
- Assisting in the facilitation of professional development sessions, including requests for school workshops and weekly Summer Leadership Development (SLD) Sessions
- Ensuring that qualifying participants register, attend the appropriate training sessions, and submit the appropriate paperwork
- Serving as an adjunct faculty member for assigned courses in the CfUT Master's in Leadership and Innovation
- Planning and facilitating tours of high-performing urban schools to help schools unite around a common vision for success and build their "possible"
- Assisting in the planning and facilitation of the annual conference for teachers and leaders
- Assisting in the design and implementation of the overall professional development strategy
- Staying up to date with industry trends related to the effective training of teachers and leaders to determine the most effective mechanisms (both in cost and quality) to develop a pool of high quality, diverse candidates

### **Coaching:**

Ensure that teachers, leaders, and schools move from good to great through:

- Conducting classroom observations and school walkthroughs with live feedback
- Providing follow-up coaching and feedback within 24 hours of observation
- Providing additional practice and supplemental instruction to teachers and leaders
- Assisting and/or coaching teachers and leaders in effectively handling any type of classroom management or discipline issues
- Providing critical and prompt feedback, resources, examples, and strategies to teachers and leaders on their procedures, systems, routines, big goals, unit plans, daily lesson plans, curriculum assessments, and data analysis
- Creating example lessons or modeling instructional strategies in the classroom
- Developing highly effective and meaningful relationships with mentees
- Completing 100% of coaching hours with all required documentation done correctly and timely, including paperwork, scorecard, and coaching dashboards
- Assisting in the design and implementation of the overall coaching and leadership development strategy
- Meeting with the direct supervisor of mentees before, during, and at the close of the school year to ensure alignment and strong communication.
- Maintaining confidentiality by limiting the distribution of coaching documents to the intended recipients
- Serving as a leader/and or leader or teacher coach during summer school by providing ongoing coaching, support, and feedback during training and throughout the summer school program

### **Alumni Engagement:**

Support the retention of teachers and leaders by:

- Assisting in the design and implementation of the overall alumni strategy
- Coordinating and facilitating alumni social events
- Actively communicating with the other program areas to determine suitable opportunities for alumni engagement, both paid and volunteer
- Utilizing the designated database and survey to track alumni activities
- Gathering and analyzing student achievement data of alumni

# Center for Urban Teaching Talent & School Support Team



## ***School and Community Partnerships:***

Develop and maintain strong relationships with school & community partners by:

- *Identifying and engaging new schools or community organizations for partnership*
- *Conducting bi-annual check ins with current school and community partners, and securing summer school host site agreements with identified partners*
- *Communicating actively with CfUT Directors and school leadership regarding goals, activities and progress*
- *Gathering and analyzing feedback from school partners on CfUT services and satisfaction with CfUT alumni*
- *Ensuring that the partnership agreement or Memorandum of Understanding is actively and accurately carried out*
- *Assisting schools in conducting a needs assessment to determine which CfUT services they should seek*
- *Coordinate placement of candidates*

## ***General Team Duties***

- *Manage key projects and special initiatives that relate to organizational growth with a focus in talent and school support*
- *Actively participate in team meetings and strategy review sessions as needed*
- *Report weekly on progress toward goals to the team and direct supervisor*
- *Serving during Summer School to assist in the coordination and facilitation of the program*
- *Perform other related duties incidental to the work described above.*

*\*Specific team member's responsibilities are based on the individual's strengths and passions*