



BTC INSTRUCTIONAL COACH RESIDENCY

SUMMER 2025

Organization Description

Breakthrough Twin Cities supports students on their journey to college by fostering a community of mutual learning with the next generation of educators so they both can collaborate, grow, and thrive. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Saint Paul Public site (SPP)*, and Chanhassen High School through Eastern Carver County Schools (ECC)*. Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & social studies and prepare for their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle and high school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade level.

**Location subject to change based on availability and scheduling with our district partners*

Position Description

As a Breakthrough Twin Cities Instructional Coach (IC) you will train, support, challenge, observe, and evaluate our Teaching Fellows in what, for many, is their first classroom experience. In this way, you will be a major factor in determining the quality of instruction at Breakthrough Twin Cities. As an Instructional Coach you will support three-six Teaching Fellows in one of four subjects (literature, math, science, or social studies), and you will report to the Dean of Curriculum and Instruction.

Responsibilities

Please note: These expectations represent the typical role of Instructional Coaches in the summer, there may be slight changes as we solidify program structure in the coming months. We will do our best to keep the dates and number of hours consistent.

- I. Pre-Summer Planning and Training – In person and async responsibilities (15 hours)**
 - **In Person** Pre-Summer Instructional Coach Training, 6 hours
 - i. April 26, 2025 – Mounds Park Academy (9am-3pm) **or**
 - ii. May 17, 2025 – Mounds Park Academy (9am-3pm)
 - **Async** Pre-Summer Curriculum Prep & Teacher Support, ~9 hours
 - Prepare for teacher orientation by reviewing curriculum materials, etc.
 - Meet 1x1 with Dean of Curriculum and Instruction
 - Be in communication with the Dean of Instruction, as needed.



- **Teacher Orientation**
 - **June 12, 2025 – 12:00–6:00/Week 1 TF Orientation**
 - **June 16 – June 23/Week 2 TF Orientation (32 hours; No training on June 19)**
 - Meet with the Dean of Curriculum and Instruction to level set and ground (during Week 1)
 - Meet with Teaching Fellows in your department and one-on-one to develop relationships and give them guidance on their lesson plans.
 - Observe practice teaching presentations and facilitate feedback and reflection as a department.
 - Assist your teachers with accessing resources relevant to their class.
 - Meet and communicate regularly with the Dean of Instruction, and the other ICs, to reflect on teacher progress and modify training and summer professional development to suit their needs.
 - Model excellence in all that you do. Set and meet high expectations.
- **Summer Program & Wrap Up Week –June 24 – August 1(No program on July 4)**
 - **Monday– Thursday 8:45a – 2:45p and Friday 8:45a–11:00a(approx. 30 hours/week)**
 - Regularly read the lesson plans of the Teaching Fellows within your department. Offer feedback and suggestions on those plans in a timely manner before implementation. Make yourself available to teachers for reflection and brainstorming.
 - Observe each Teacher Fellows at intervals set in pre-summer meetings with the Dean of Curriculum and Instruction.
 - Plan and facilitate at least 1 professional development workshop.
 - Conduct department meetings at least once per week.
 - Provide each Teaching Fellow in your department with feedback after each observation, highlighting strengths and giving constructive suggestions for improvement.
 - Get to know the individual middle school students in your teachers' classes.
 - Observe how they are personally doing in the class academically, and help make sure the teacher meets their needs. Help the teacher with their evaluation of these students before conferences.
 - Communicate with the Dean of Curriculum and Instruction on a regular basis. Attend routine staff check-in meetings. Check email regularly during the summer.
 - Implement the summer evaluation process, which includes mid & end of summer evaluations of teachers, using the Teacher Excellence Rubric.
 - Become a presence at the program and a strong member of the community. Work to build strong relationships with both Teaching Fellows and students. Help build the culture of the program.



End of Summer Responsibilities

- Complete evaluations of your teaching fellows (growth letters, teacher excellence rubrics) and share through 30-minute Growth Conferences.
- Attend Celebration, if possible, on Saturday, August 3rd
- Attend your teaching fellows' Presentations of Learning during Wrap-Up Week, if possible.
- Complete an Exit Interview with the Dean of Curriculum and Instruction to evaluate your own growth as a coach and a teacher during the summer.

Professional Development & Support

- Instructional Coaches can expect to be supported by the Dean of Curriculum and Instruction, the Summer Program Director, and other BTC staff to develop their coaching, curriculum development and instructional skills throughout the residency:
 - Pre-summer Coaching, Curriculum and Instructional Trainings
 - Co-observations and co-conferencing with BTC Staff
 - Weekly check-ins and feedback from BTC Staff
 - Training on using data to inform instructional practices and coaching
 - Feedback from teaching fellows mid-summer and end-of-summer

Qualifications

- Bachelor's degree required, Masters degree preferred
- Outstanding track record as a professional classroom teacher, preferably in middle school grades for at least two years
- Superior presentation, writing, and organizational skills
- High degree of flexibility, ability to multitask between projects
- Exceptional interpersonal skills, ability to hold others to high standards while also offering support and maintaining positive relationships
- Ability to deliver positive, constructive, and honest feedback, both written and verbal
- Experience with curriculum development and implementation
- Outstanding knowledge of subject matter and broad knowledge of available resources
- Comfort and confidence in working with children and adults
- Creativity, energy, and commitment to excellence
- Experience with and passion for teaching urban middle school students from diverse backgrounds
- Prior experience with Breakthrough, LearningWorks, or Summerbridge is desirable
- Familiarity with Twin Cities public, charter or private schools is highly desirable
- Experience in an academically rigorous college-preparatory institution is highly desirable



Compensation

- All instructional Coaches will receive a \$500 payment for Pre-Summer Planning and Training **(Paid by BTC)**.
- Instructional Coaches at the Mounds Park Academy and Eastern Carver County site will receive a \$5,000 stipend paid in installments in July and August. Returning coaches will get an additional \$500 **(Paid by BTC)**.
- **Instructional Coaches placed at the St. Paul Public Site will be compensated based on the SPP district's contract.**

To streamline hiring, Saint Paul Public Schools employees get preferred placement at our St. Paul Public site. The compensation may vary based on assignment and experience because of district contracts, which are outside of Breakthrough Twin Cities' control. Breakthrough Twin Cities works to ensure all Instructional Coaches receive at least \$5000 for new coaches, and \$5,500 for returning coaches,

Work Location:

There is one position, per subject, per site (Total 12 positions available)

- Mounds Park Academy (2051 Larpenteur Ave E., St. Paul, MN 55109)
- Humboldt High School (30 Baker St E, St Paul, MN 55107) – SPPS employees highly preferred at this location.
- Chanhassen High School (2200 Lyman Blvd., Chanhassen, MN 55317)

To apply,

Visit the Breakthrough Collaborative application page and select Breakthrough Twin Cities as your preferred site.

The application includes the following:

- Personal and contact information
- A professional resume
- A letter of interest (prompts included on the application)
- Information for two references
- Site and coaching-subject preferences

Early Application Deadline: April 1, 2025

Regular Application Deadline: May 1, 2025

To apply, please visit <https://breakthrough.tfaforms.net/306797>

Please direct any questions to apply@breakthroughtwincities.org

Visit our website for more information: www.breakthroughtwincities.org