



Summerbridge

Summerbridge San Francisco at San Francisco University High School Instructional Coach Job Description

(Humanities, Math, Science and Co-Curricular Subjects)

Monday–Thursday

Stipend: \$5,500–\$6,500*

Summer Session 2017 – June 12–August 4, 2017

Summerbridge Overview

Summerbridge, founded in 1978, is an award-winning, tuition-free, year-round intensive academic enrichment and advocacy program. Founded by Dennis Collins, then head of San Francisco University High School, and two pioneering faculty members, Lois Loufbourrow and Mal Singer, the program they envisioned would utilize the resources of University High School to serve the city of San Francisco. For 38 years, Summerbridge has advanced three primary goals:

- Preparing ambitious middle school students from under-resourced circumstances to enter and thrive in well-matched high schools, for the purpose of securing admission to, succeeding in, and graduating from a four-year college.
- Providing intensive summer teaching internships for high school and college students who are passionate about the power of education, and creating meaningful volunteer experiences throughout the academic year for members of the UHS and San Francisco communities.
- Transforming lives through the unique and powerful relationship between the Summerbridge and UHS communities and their families.

These three intertwined and complementary goals unify our work. In 1989 Summerbridge San Francisco received a grant to expand the program nationally and in 1990 Summerbridge New Orleans was founded. Today there are over 25 Summerbridge programs around the country and even two programs in Hong Kong all under the auspices of The Breakthrough Collaborative.

Our Students

Our students are extremely hard working but under-represented in higher education: 95% are of color; more than 50% speak a language other than English at home; and 71% will be the first in their families to attend a four-year college.



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Simultaneously, we train outstanding high school and college students from across the country for education careers. For our summer 2016 residency, we selected 22 out of more than 200 applicants to be Teaching Fellows. 100% attend selective colleges and universities and/or were part of college-preparatory high schools; over 75% were TFs of color.

The intensive six-week summer program for rising seventh, eighth, and ninth graders is a key component of Summerbridge's effort to ensure students are receiving academically rigorous instruction through middle school and upon entering their first year of high school. Summer programming consists of core academic classes (Humanities, history, math, and science), as well as electives, such as spoken word, fashion, drawing, circus arts and environmental science. In addition, co-curricular courses such as nutrition, high school options, and restorative justice are taught alongside.

Founded on the "students teaching students" model, in Summerbridge all summer classes are planned and taught by our exceptional teaching fellows. Teaching Fellows bring energy, commitment, and a willingness to learn, and Instructional Coaches bring experience and knowledge. Because of this successful partnership, our college students leave the summer inspired: a recent analysis found that over 70% of Teaching Fellows who graduated from college in the last five years are currently working in the education field.

General Job Description

Instructional Coaches (ICs) are experienced and successful professional educators who provide content-specific support and mentoring for Summerbridge's Teaching Fellows (TFs) and engage fully in the Summerbridge San Francisco community. ICs dictate the level of academic rigor during Summerbridge's summer program through their interactions with TFs. Each IC supervises **approximately two TFs** in one subject area, leading weekly department meetings, grade-level PLCs, visiting classes, evaluating lesson plans, and meeting frequently with individual Teaching Fellows regarding their on-going work. As the only professional teachers on-site, ICs are accountable for the quality of instruction Summerbridge students receive and are responsible for supporting Summerbridge TFs through their first teaching experience.



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Specific Instructional Coach Duties

Pre-summer: Specific dates are below

- Attend in-person training session held on:
 - May 6 & 7, 2017 OR May 7 & 13, 2017
- Complete pre-summer readings
- Consult with Summerbridge staff regarding curriculum in specific content area
- Refine existing unit plans in specific content area as needed
- Conference with program staff to plan teacher orientation workshops

Instructional Coaches and Teacher Orientation: Week of June 12-19, 2017

- Help facilitate teacher training workshops on topics such as classroom management, lesson planning, and teaching practices specific to content area
- Participate fully in all orientation workshops held during the week
- Guide TFs through lesson planning and general preparation for the summer

Six-Week Summer Program:

- Provide three TFs with support and regular feedback as they design and revise lesson plans
- Maintain a big picture understanding of the curriculum and guide TFs in making adjustments as necessary
- Observe each TF in classroom at least twice weekly
- Conduct one weekly one-on-one debrief sessions with TFs, in which they receive concrete feedback
- Plan and lead departmental meetings as needed
- Plan and lead grade-level Professional Learning Community (PLCs) meetings as needed
- Work with Instructional Coach team to determine professional development needs for TFs and lead at least one large group professional development session
- Communicate regularly with Summerbridge team regarding TF progress
- Engage fully in the Summerbridge San Francisco community

Evaluation Week:

- Submit a final narrative evaluation and letter of recommendation for each assigned TF (this is upon request)



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- Work with TFs to provide revisions and suggestions on curriculum for next summer's TFs and coaches
- Evaluate overall summer program

Qualifications

- Bachelor's degree required, Master's degree preferred
- Outstanding track record as a professional classroom teacher for at least three years (preferably in grades 6-9)
- Outstanding knowledge of subject matter and broad knowledge of available resources
- Superior presentation, writing, and organizational skills
- Ability to handle multiple projects simultaneously
- 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
- Creativity, energy, and commitment to excellence
- Prior experience with Breakthrough or Summerbridge is highly desirable
- Familiarity with San Francisco schools is highly desirable
- Experience teaching in an academically rigorous college-preparatory institution is highly desirable

Commitment

- Pre-summer trainings and preparation (approximately 25–30 hours)
 - Weekend training and Q&A sessions scheduled in May
 - Curriculum refinement and teacher training preparation, to be done independently
- Teacher orientation, June 12–19 (8:00–4:30pm or an 8-hour day)
- Six-week program, June 20–August 4 (30 hours / week) [CLICK HERE FOR 2017 SUMMER PLANNER OUTLOOK](#)
 - Mondays–Wednesdays (8:00–4:30pm); Thursdays (8:00–1:00pm); Fridays (Off)
 - Approximately three (3) late afternoon events over the course of the summer
 - End-of-summer Celebration, Wednesday, August 2, 6:00–8:00pm
 - May require some work off-site via email or phone with TFs as needed
- Wrap-Up Week, August 2-4 (approximately 10 hours)

Compensation

- Compensation is in the form of a \$5,500–\$6,500 stipend



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- *Range is dependent upon returning status as an IC and/or supporting the Co-Curricular programming, which would require attending and supporting TFs some Fridays

To apply

The application is available at San Francisco University High School and requires a resume and cover letter. Applications will be evaluated on a rolling basis until mid-April. Applicants must have access to housing in the San Francisco/Bay Area. We do not provide housing for this position.

Apply here via online application: <http://www.sfuhs.org/page.cfm?p=3723>

Questions? Contact Morgan Darby, Executive Director, at 415-447-3127 or morgan.darby@sfuhs.org. For more information, please visit: www.summerbridgesf.org