



Instructional Lead Job Description 2024-25 (Part-time)

Schedule: 10 hours a week (2 days a week, 3:15 - 6:15 on-site, plus 4 administrative hours). This role can be done at two sites for 20 hours a week (4 days a week, 3:15-6:15 plus 8 administrative hours).

Salary: \$50/hr

Location: Various sites across the peninsula. See below.

San Mateo	Tuesday, Thursday
Menlo Park	Tuesday, Thursday
Atherton	Monday, Wednesday
Mountain View	Monday, Wednesday

About Peninsula Bridge

Peninsula Bridge empowers motivated, under-resourced students to achieve college and career success through individualized support and transformational educational opportunities. Our 13-year holistic program model provides academic and personal support for students from 4th grade through college graduation. With a high-quality teaching staff, an engaging curriculum, and a long-term commitment from participants and their families, Peninsula Bridge prepares students for success in school, college, career, and life.

SUMMARY: The Instructional Lead is a site-based leadership position in our After-School Academy for 4th-7th graders and plays a critical role in improving student achievement and the experience for teachers and students. The Instructional Lead is responsible for the professional development and learning at their assigned site and works in partnership with the Site Coordinator to maintain a positive site culture. The Instructional Lead demonstrates and models a passion for educating low-income, historically marginalized students and has a deep commitment to Peninsula Bridge's mission. They will build teacher capacity and coach teachers to use best instructional practices by leading professional development, observing, modeling, providing feedback to teachers, and analyzing student work and assessments together. They will provide expert insight into student learning, both to support individual student's growth and to inform curriculum and instructional planning and choices. The Instructional Lead will collaborate with classroom teachers, Site Coordinators, and Program Directors. This is not a supervisory position. The Instructional Lead reports directly to the Director of Elementary and Middle School Programs.

This is an exciting position for a teacher leader or administrator who loves to think strategically about teaching and learning but also loves to be hands-on, and on-the-ground in a school-like setting. Our program is nimble and entrepreneurial and we value new ideas in service of student learning!



This is a mostly site-based hourly position, 10 hours/week at \$50/hour. The position includes attending After-School Academy two days a week from 3:15 - 6:15 pm at a location plus four hours of collaboration, meetings, and administrative work. Two locations can be combined to make this a 20 hour/week role.

JOB RESPONSIBILITIES:

- Build relationships based on trust and respect with Peninsula Bridge teachers and students
- Provide support, strategies, and best practices regarding classroom management and engagement during the After-School Academy.
- Assist teachers with staying on track with curriculum implementation, timing, and pacing
- Support teachers with strategies for differentiation that meet the needs of the students
- Develop and implement a variety of tools for instructional coaching in an after-school setting
- Plan and lead workshops for best teaching practices – equitable language, class management strategies, engagement strategies – and lead monthly site debriefs.
- Observe (non-evaluative) lessons and provide feedback for a teacher’s professional growth and students’ success
- Implement coaching cycles for teachers, as needed, in collaboration with the Director
- Support teachers to analyze student work, implement and analyze assessments, and use the data to strengthen teaching and learning.
- Collaborate weekly with the Site Coordinator about site culture, teachers and student learning surface celebrations, and concerns and to solve problems.
- Refer students for Student Support Plans based on observations and data.
- Collaborate with the Director of Middle School Programs and Director of Curriculum and Instruction weekly.
- Assess/evaluate student engagement and make recommendations to Directors to ensure strong site cultures.
- Write monthly reports on each site describing successes, challenges, student data analysis, and recommendations.

Key Competencies/Qualifications:

- 5+ years of teaching experience in a public school or independent school setting
- 2+ years experience as an instructional coach, school administrator responsible for teaching and learning, or the equivalent
- Strong leadership skills
- Expertise in both 4th-8th grade student learning and adult learning theory
- Experience implementing culturally responsive teaching practices
- Experience building a strong sense of community and belonging and maintaining positive rapport with teachers, students, families, leadership, and other stakeholders
- High emotional intelligence with strong relationship-building skills
- Ability to demonstrate cultural humility



- Creative, adaptable, and able to manage multiple objectives at one time in a fast-paced environment; the ideal candidate must be nimble, proactive and responsive in the face of challenges
- Excellent communication skills, verbally and in writing
- Experience working with diverse learners
- Effective organization skills and attention to detail
- Bachelor's Degree

Preferred Competencies/Qualifications:

- Teaching Credential
- Masters Degree
- Spanish speaking
- Experience with first-generation students

Application Requirements

- Resumé
- Cover letter explaining why you are interested in teaching with Peninsula Bridge and indicating which positions and sites you are most interested in
- Email materials in PDF format to careers@peninsulabridge.org
- Application deadline: April 15, 2024