Description

**Job Posting Template:** DEAN OF INSTRUCTION

**Position Description:** DENVER CENTER FOR INTERNATIONAL STUDIES AT FAIRMONT Northwest
Traditional 215 work days
FTE: 1.0

**Essential Functions and Objectives:**

Works closely with the principal, assistant principal and team leads, if present, as a part of the school’s Instructional Leadership Team (ILT). Supports the implementation of a targeted approach to job-embedded professional development to meet the needs all learners. Builds on strengths and supports growth in challenge areas for all instructional staff in order to support dramatic and accelerated improvements in student achievement. May coach and support teacher leaders in the building as the teacher leaders work to support teachers through both coaching and facilitating collaborative planning and data teams, while also working with individual teachers directly to improve their instruction. Supervises a team of teachers and/or team leads. Works to develop the capacity of promising teacher leaders, who may be interested in applying for a team lead role to work with the ILT, to build the structures to support expansion and strong implementation of teacher leadership.

- Leads with the Instructional Leadership Team (ILT) on implementation of school-wide instructional programs and improvement areas as designated in the school’s Unified Improvement Plan (UIP)
- Supports teachers, team leads, and team specialists in the implementation of effective practices to address the needs of all learners, including observing and giving feedback to teacher leaders in their leadership role
- Develops protocols and implements calibration activities among the Instructional Leadership Team (ILT) to ensure that all instructional leaders share the same standard for instructional excellence and to support ILT members’ ability to identify the most actionable feedback
- Depending on site, directly supports and oversees the New Teacher Ambassador in service of supporting new teachers
- Manages the planning process of teachers, team leads, and team specialists as they prepare for collaboration and professional learning experiences; observes and gives them feedback on their facilitation of adult learning, including team planning meetings
- Identifies 2-3 model classrooms or learning labs for teachers to observe effective instructional practice by content area
- Develops, with the Individual Literacy Plan (ILP), a coherent and differentiated professional development schedule for the school aligned to the instructional focus areas and student data
- Leads the continuation of resource mapping to capitalize on expertise/knowledge in the teaching faculty
- Works collaboratively and cross-functionally with the school and school community

**Knowledge, Experience, & Other Qualifications:**
- A minimum of three years successful teaching experience in an urban environment, including experience working with English Language Learners
- Experience in working with adults in an instructional coaching situation
- Experience with the data team process
- Knowledge of program management best practices with strong instructional expertise
- Work style that yields high results when working independently or as part of a team
- Ability to foster effective relationships with District staff, schools, and external partners
- Detail-oriented with the ability to prioritize multiple projects and effectively handle competing demands and deadlines
- Ability to develop, plan, and implement short and long-range goals, establish priorities, and organize resources
- Ability to work urgently in a fast-paced and results-oriented environment
- Inspired visionary who can foster/generate excitement, buy-in, and understanding with colleagues and employees outside of the team
- Proven leadership, collaboration, and communication skills and the ability to work a diverse group of professionals around a clear goal
- High degree of integrity in handling confidential information
- Proficiency with Microsoft Office products and/or Project Management Software (e.g. Excel, Word, Outlook, and PowerPoint)
- Ability to travel to sites throughout the city and work flexible hours in order to meet the schedule-related needs of families
- Deep understanding of culturally responsive education
- Ability to provide feedback in a supportive and constructive manner

Education Requirements:

- Bachelor's degree in Education or related field.
- Master's degree preferred.

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Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

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selection decisions be based on job-related factors.