**Scholars of H.O.P.E. Teaching Team Leader Job Description**

Title: Teaching Team Leader

Hours: 40 hours a week

Reports To: Program Director

The Scholars of H.O.P.E. Teaching Team Leader is a certified teacher with leadership experience, provides individualized support and feedback to lead classroom teachers and co-teachers in order to improve overall instruction in ELA/Math, student engagement, and achievement.

**Knowledge, Skills, and Abilities**

* Strong communication and interpersonal skills with various stakeholders, including scholars, families, staff, and program partners.
* Demonstrated knowledge of research-based instructional strategies that engage all scholars across subject areas
* Content area expertise in ELA and Math
* Ability to identify scholar and staff learning needs, and design and deliver appropriate individualized or group professional development and coaching to meet needs
* Demonstrated ability to use data to inform student groupings and differentiate instruction
* Strong working knowledge of instructional shifts necessary for alignment to the Common Core State Standards
* Ability to thrive in a fast-paced environment, and adjust leadership strategies
* Evidence of efficacy and willingness to be a team player
* Demonstrated ability to lead a team
* Ability to multitask and produce quality work at a fast pace
* Critical thinker and problem solver who takes initiative

**Responsibilities**

1. Assist with pre-service professional development and conduct on-going coaching for teachers and co-teachers
2. Coordinating and administering assessments
3. Maintain accurate records and submit reports on time
4. Providing leadership on the implementation of instruction and meeting the academic needs of all scholars
5. Assist with program dismissal and field trips as needed
6. Conduct formal classroom observations every other month
7. Turn in completed classroom observations paperwork on time
8. Coordinate and Facilitate weekly 30 minute planning period for all teachers
9. Attend all weekly Omega Community Development staff meetings
10. Attend and assist with all Scholars of H.O.P.E. functions
11. Participate in required trainings, including curriculum and health/safety trainings

**Qualifications**

* Bachelor’s degree required, Master’s degree preferred
* Preferred experience as head or assistant head of an instructional team
* Previous experience in coaching of instructional staff
* Previous experience designing and delivering individualized and group professional development
* Experience in the use of technology for assessment and instruction
* At least 3-5 years working in an urban public school with elementary and/or secondary scholars
* State teaching certification required
* Must be able to pass a BCI/FBI background check

**Essential Qualities**

* Demonstrates a sense of urgency and relentless pursuit of significant scholar achievement in a high need, urban environment
* Reflective, self-aware and adaptable to others’ communication and work styles
* Belief in the power of collaboration and strives to build a collaborative culture with Omega Community Development Corporation (CDC) community, staff, families, scholars, Dayton Public Schools, and other stakeholders
* Love and respect children and their families
* Extensive experience with parent engagement
* Respects personal privacy; maintain the confidentiality of privileged information
* Belief and commitment to the Omega CDC vision, mission, and values

\*\*\*All qualified candidates should submit a cover letter and resume to Shanice Rollins ([srollins@omegacdc.org](mailto:srollins@omegacdc.org)) and Dormetria Thompson ([dthompson@omegacdc.org](mailto:dthompson@omegacdc.org)). No phone calls please.