



## Dean of Instruction-ELA and Social Studies

### Primary Responsibilities

- Develop teachers through live coaching, modeling, regular in-class observation of practice and feedback, spending 70% of time in classrooms on teacher development across multiple grade levels
- Create and maintain school culture in every classroom every day
- Create and lead professional development sessions for individual, small group and whole staff with a focus on practice to include: 2-3 weeks of Professional Development during Summer, all scheduled Professional Development Days during the school year, before and after school, and during teacher's planning periods.
- Work with Director of Academic Achievement to develop and refine ELA and Social Studies curriculum.
- Lead selected CART team or Grade level team to support the alignment of curriculum and assessments across campuses.
- Lead Grade Level planning and Data meetings designed to ensure 1.5 grade level growth of students below grade level and a minimum of 1.0 grade level growth for students at or above grade level
- Ensure alignment to curriculum and fidelity to the academic model including reviewing teacher plans, organizing books and materials, participating in curriculum audits and providing additional training as needed.
- Regularly review data and assessments and meet with teachers to create action plans based on the data.
- Assist with coordination of Response to Intervention (RTI) plan in the assigned grade levels and the Child Study Team process as needed.
- Lead and develop reading interventionists if applicable
- Work with Building Test Coordinator to ensure that testing plans are implemented with fidelity and best practices for students including: SWYK, Interims, RAZ/DRA, MAP and TN Ready
- Collaborate with other leaders during Instructional Leadership Team meetings and selected trainings to ensure best practices are implemented effectively across campuses.

### Requirements

- A minimum of 4 years of teaching experience
- Experience leading adults preferred
- Ability to deliver effective professional development in various settings
- High capacity for organization and communication
- Exemplary skills in classroom management
- Skillful in delivering effective live coaching and model teaching in classrooms
- High capacity for analyzing data and building intervention plans based on the data
- Familiarity with Common Core Standards in the assigned grade levels
- Available 45 minutes before school, 2-3 days a week, to run professional development for individual teachers and/or face to face meetings with teachers who prefer to meet before school
- Available 60 minutes after school, 3-4 days a week, to attend leadership and/or data meetings or run professional development sessions
- Strong interpersonal skills
- Desire to spend significant amount of time in classrooms, coaching/modeling/practicing for 4-6 hours each day
- Willingness to take direction and work with the Director of Academic Achievement
- Desire to collaborate with DCIs on existing campus and from other campuses

- Available to work in the summer, following the summer work schedule for Leadership Team members
- Ability to meet goals and deadlines
- Ability to manage multiple projects simultaneously and execute at a high level
- Belief that there is not a more urgent task than to provide an outstanding education to students from low-income, urban backgrounds
- An unwavering conviction that all students can achieve at high levels
- Willingness to work within a network of aligned schools
- Belief in the CEG mission and CEG blueprint for accomplishing the mission
- Desire to collaborate with school leaders on existing campus and from other campuses

### Capstone Education Group

- Capstone Education Group leads three neighborhood charter schools: Cornerstone Prep Denver Campus (prek-5), Cornerstone Prep Lester Campus (prek-5) and Lester Prep (6-8).
- Capstone Education Group's Vision: CEG equips all students with the Wisdom and Knowledge necessary to succeed in college and to become leaders in their community.
- Visit [www.capstoneeducationgroup.org](http://www.capstoneeducationgroup.org) for more information on Capstone Education Group and the schools.