



Resident in Training - CEG School Leadership

Capstone Education Group seeks a candidate to participate in a 12-month Residency Program. The Residency Program includes 12 months of training under the CEG Director of Schools, in collaboration with the Director of Academic Achievement and includes:

- Leadership readings, discussions and role plays
- Shadowing of current CEG leaders
- Professional development training
- Learning walks and classroom observations
- Mentoring a cohort new teachers
- Coaching a cohort of teachers
- Learning Lab teaching responsibilities for a small cohort of students
- Contributing member of the Child Study Team - supporting the RTI process for both academics and behavior
- Data analysis and data meeting facilitation

Dean of Instruction training will also include the following:

- Co-facilitated planning and professional development sessions
- Practice sessions designed to master skills
- CEG curriculum study and content area development
- Creation of assessments and curriculum maps
- Reviewing lesson plans
- Teaching Demonstrations (whole group or small group of students)

Resident Candidate Requirements

- 4 years of teaching experience preferred
- Belief in the CEG mission and CEG blueprint for accomplishing the mission
- High capacity for organization and communication
- Exemplary skills in classroom management
- 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 4-6 hours each day
- Willingness to take direction and work with the Director of Schools and Director of Academic Achievement
- Desire to collaborate with staff on the 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

CEG will equip the Resident with the leadership and coaching skill, content knowledge and CEG culture needed to become a successful Leader in a CEG school the following school year. Once trained, and based on career track and opportunity, will become a leader in a CEG school with following duties in one of these two roles:

Dean of Instruction 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 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.

Dean of Culture Primary Responsibilities

- Refine and execute the Positive and Negative Behavior Matrices/Cultural Blueprint and train staff to consistently follow the matrices/blueprint while displaying emotional constancy
- Supervise behavior team staff, which could include Behavior Interventionists, School Counselor, Social Workers, and Re-set Coordinator if applicable
- Be the primary contact for all discipline issues and issue all consequences, up to expulsions, getting support from Counselor, Social Worker and Principal when needed
- Conduct daily school walk-throughs as a culture keeper. Circulate the classrooms and common space multiple times per day, moving in and out of each classroom and monitoring hall traffic
- Actively promote CEG character traits in the school and community
- Track and analyze behavior data to ensure that all systems are effective
- Work with Behavior Team and/or counselors or others to create Functional Behavior Assessments and individual modified behavior plans and IEPs
- Proactively hold students to high standards for behavior
- Set culture in Community Meetings, Arrival/Breakfast, Transitions, Classrooms, Lunch, and Dismissal
- Work with the DCIs, Principals and Director of Academic Achievement to coach teachers in various strategies for behavior management including person-to-person strategies, *Teach Like A Champion techniques*, LiveSchool usage, and CEG protocol

- 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 for more information on Capstone Education Group and the schools.