



## **School Leader at iTeach Schools**

### **Overview**

iTeach Schools is a fast-growing, Teach For India alumni led start-up, focused on providing a free, foundational and excellent education to secondary students. We currently operate six, Grade 8 to Grade 10 schools, in a collaborative initiative with the PMC and our funding partners. Our six schools serve about 1100 students and 330 student alumni. Read more about us at [www.iTeachSchools.org](http://www.iTeachSchools.org)

100% of the students coming to iTeach Schools are from under-resourced and difficult backgrounds. The lack of access to good education and opportunities creates a huge achievement gap. The secondary grades are the last lap of intervention for these students, and most likely, the only chance we have left to level the playing field between them and their high-income peers. Education is one sure means for these students to break the circle of poverty.

In the Academic Year 2019-20, we are looking at starting more schools, and are looking for an exceptional instructional leader to serve as an Assistant School Leader at our schools.

## **Responsibilities**

The School Leader will lead the school with a focus on instruction and ultimate responsibility for the successful development, growth and achievement of every student. Through a distributive leadership model, the School Leader will create and sustain a strong school culture, develop and support teachers as professionals, build relationships with student families and oversee all functions of the school. They will be the point of contact for all external facing relations to the school such as donors, government officials and community leaders. iTeach Schools deeply believes in the principle of empowered School Leaders – implying that the school must be a reflection of their leaders. The School Leader will define and create the value system, the core beliefs, non-negotiables, culture, operations practices and resource allotment plans for the school, combining researched best practices with their own contextual innovation.

## **Leadership**

- Develop a vision and operations plan to ensure the school is successfully started
- Lead the recruitment of the appropriate number of students each year from target communities
- Lead the recruitment of your staff, including teachers, lead teachers and operations associates, working closely with the iTeach HR team
- Intentionally define, refine and build the team and school culture
- Manage the school team effectively: pushing for the vision of a consistently high performing and healthy team, encouraging initiatives and resolving conflicts
- Invest and work closely with community leaders and students' families to maximize community engagement and impact

- Work closely with the iTeach Schools Development team to expand donor engagement, increase donor investment and manage volunteer activities in a win-win manner
- Work closely with the iTeach Schools Government Relations team to ensure all compliance and regulatory requirements are met, and we are constantly deepening our relations with our government partners
- Collaborate intentionally with Assistant School Leaders or School Leaders of other iTeach Schools to ensure the development of the organization as a whole Instructional Leadership (across the school)
- Set ambitious goals for student achievement along with teachers for each class
- Model effective instruction for teachers
- Oversee planning and curriculum development for teachers teams, working closely with the iTeach Schools Curriculum Manager
- Develop Individual Growth Plans for all staff – individualizing your support inputs
- Coach teachers in the most effective way possible – includes modelling effective instruction and planning, review lesson and unit plans, co-teaching, coaching in class, observing classes and running coaching sessions
- Oversee the collection and analysis of student data
- Ensure documentation and collection of effective plans/other resources from teachers

## **Operations**

- Design and manage the operations and logistics of the school, including systems and processes related to infrastructure, HR, Data, Government-related functions and Administration
  - Maintain positive relationships with school-based government officials, parents and other community stakeholders
- Experience and Competencies

## **Experience**

- Bachelor's degree with exceptional performance as a teacher for a minimum 3 years
- Overall work experience of a minimum 5 years, with demonstrated success in leading 10+ member teams or projects involving 10+ people in professional settings
- Demonstrated success in project planning and execution starting from vision, proof of concept, product/program design, monitoring and evaluation, and resource allocation and optimization
- Experience with coaching and supporting teachers (Preferred)

## **Competencies**

- Ability to create a 5-year vision for a project/program, and design the strategy necessary to achieve the outcomes
- Exceptionally strong instructional expertise, and advanced proficiency in classroom planning and execution
- Ability and affinity to work through and manage team members, co-creating goals, plans and support systems
- Ability to design and execute initiatives at a school level leveraging teams of about 15 – 20 members
- Ability to show versatility and excellence in varied areas of focus
- Demonstrates an incredibly strong work ethic, willingness to learn and critical reflection
- An entrepreneurial mindset – eager to design and create systems and processes, rather than follow them