



Assistant School Leader at iTeach Schools

Overview

iTeach Schools is a fast-growing TFI alumni led start-up, focussed on providing a free, foundational and excellent education to secondary students. We currently operate 4 Grade VIII to Grade X schools, in a collaborative initiative with the PMC School Board and our funding partners. Our 4 schools serve about 750 students in 2016-17, and will expand to reach full capacity of 1100 students in 2017-18. Read more about us at www.iTeachSchools.org

The secondary grades are the last lap of intervention for these students, and most probably the only chance we have left *to level the playing field* between them and their high income peers. In the academic year 2017-18, we are looking to start *2 more schools*, and are looking for exceptional leaders to serve as Assistant School Leaders at our schools.

Responsibilities

The ASL will co-create the school model, pedagogy, operations and culture with the School Leader. Depending on the synergies between the SL and ASL, the ASL will take the lead in two of these areas. iTeach Schools strongly believes in developing our people – the ASL will own the professional and personal growth of the school’s teachers, ensuring that they get better at their craft each day and continuously drive high student learning outcomes. The ASL role further offers the chance to work closely with a broad spectrum of stakeholders such as donors, government officials, community leaders and students’ families to ensure the entire school ecosystem holistically moves towards excellence.

Given that iTeach is barely 2 years old, we are looking for people who will be eager to design and create the most effective systems and processes, combining researched best practices with their own contextual innovation.



Leadership:

- **Work closely with the School Leader and the iTeach HR team to recruit teachers, lead teachers and operations associates for your school**
- **Manage the school team effectively: pushing for the vision of a consistently high performing and healthy team, encouraging initiatives and resolving conflicts**
- **Work closely with the School Leader to intentionally build the school culture**
- **Invest and work closely with community leaders and students' families to maximize community engagement and impact**
- **Collaborate intentionally with ASLs / SLs of other iTeach Schools to ensure development of the organization as a whole**
- **Work periodically with the iTeach Development team to expand donor engagement, increase donor investment and manage volunteer activities in a win-win manner**
- **Work periodically with the iTeach Government Relations manager to ensure all compliance and regulatory requirements are met, and we are constantly deepening our relations with our government partners**

Instructional Leadership (for 2 to 3 content areas):

- **Teach up to 1 subject in 1 grade – set the bar of excellence in that classroom**
- **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**
- **Work closely with the iTeach Curriculum team to ensure alignment on assessments and use of the latest research based best practices**
- **Ensure documentation and collection of effective resources from teachers towards building a knowledge repository to be constantly refined over time**

Operations:

- **Assist the SL in maintaining smooth operations and logistics of the school, including systems and processes related to infrastructure, data and administration**



Experience and Competencies

Experience:

- **Bachelor's degree with exceptional performance as a teacher for 3+ years**
- **Demonstrated success in managing a team or a project in a professional setting**
- **Demonstrated success in managing tasks with a variety of stakeholders involved**
- **Preferred: Experience with coaching and supporting teachers**
- **Preferred: B Ed degree in content area of choice**

Competencies:

- **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**
- **Thrives on being versatile and driving 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**