

## **Instructional Guide Job Listing**

### **Promontory School for Expeditionary Learning**

**School Mission:** To provide a rich educational environment that views learning as an expedition and uses the study of Great Thinkers to cultivate the value of excellence and the love of learning. We are committed to following the Utah State Board of Education's priorities by focusing on early learning, quality teaching, student well-being, and personalized learning. In meeting our mission, we are joyfully committed to supporting students from the beginning, ensuring our teachers and staff are highly trained, promoting healthy school environments, and using data and feedback to help each child grow in ways that work best for them.

### **Role Summary:**

The Instructional Guide plays a critical role in supporting teachers and staff to strengthen foundational teaching practices, refine instructional strategies, and effectively implement the Expeditionary Learning model, particularly in core subject areas. This role focuses on enhancing teacher quality, supporting student achievement goals, and fostering a school culture of continuous improvement and collaboration. The Instructional Guide provides targeted support, professional development, and feedback to ensure effective lesson planning and delivery aligned with school goals and EL Core Practices.

### **Key Responsibilities:**

- **Provide Direct Instructional Support:** Serve as an Instructional Coach to personally train and reinforce principles of best practice among teachers and paraeducators.
- **Support Effective Lesson Planning:** Assist teachers in planning effective lessons according to EL Core Practice 10. This includes supporting them in:
  - Crafting clear, student-friendly learning targets that articulate specific learning goals and align with standards.
  - Implementing various lesson formats including Workshop Model, Protocol-Based Lessons, and others.
  - Designing lessons that build student engagement and set a clear purpose.
  - Developing sequenced steps and scaffolding instruction to ensure all students meet learning targets.
  - Planning lesson conclusions that help students synthesize understanding and reflect on progress towards learning targets.
- **Support Effective Lesson Delivery:** Help teachers implement effective lesson delivery techniques aligned with EL Core Practice 11, such as strategically sharing learning targets, connecting to prior knowledge, using engaging methods, creating structures for participation and accountability, and maximizing instructional time.
- **Support Differentiation:** Collaborate with teachers to embed differentiation strategies within lessons and throughout instruction to meet the varied needs of all students, including supporting students with disabilities (SWD) and English Language Learners

(ELL). This includes supporting teachers in providing respectful tasks, scaffolding instruction, and utilizing flexible grouping. Assist in analyzing SWD schedules to increase Tier 1 instruction time.

- **Monitor Instructional Practices:** Conduct monthly lesson plan checks and ongoing weekly classroom walkthroughs to measure and support effective planning and teaching practices, observing the visibility and acknowledgment of learning targets.
- **Provide Coaching and Feedback:** Engage in coaching cycles with teachers, which include goal setting, learning, observation, data collection, and reflection. Provide frequent and timely descriptive feedback to teachers based on observations and data.
- **Facilitate Professional Development:** Assist in providing or facilitating professional learning opportunities for teachers and paraeducators focused on instructional practices, such as training on learning targets, rationale, success criteria, differentiation, and the Expeditionary Learning model. Support leadership in aligning PD with school goals and teacher needs.
- **Support Curriculum Alignment:** Work with teachers to ensure lesson content is aligned to appropriate state standards and help create the school's curriculum maps for their grade level, ensuring coverage of required components.
- **Support Use of Assessment Data:** Assist teachers in using formative assessments regularly and analyzing data to inform instruction and identify student needs. Help teachers prepare students for various assessments by ensuring they understand learning targets and success criteria and by utilizing criteria lists and rubrics.
- **Foster Expeditionary Learning Practices:** Support teachers in integrating core subjects and standards into engaging, long-term learning expeditions that include clearly defined learning targets, rationale, and success criteria. Support teachers in designing projects and products that serve as vehicles for learning core skills and content.
- **Collaborate with Staff and Leadership:** Work collaboratively with administration, the Special Education Director, and teaching teams to support instructional goals and school improvement efforts. Participate in Professional Learning Communities (PLCs).
- **Support Character Development Integration:** Assist teachers in integrating character growth and teamwork, including relational and performance character (habits of scholarship), into instruction and school culture.
- **Support Student-Engaged Assessment Practices:** Guide teachers in using student-engaged assessment strategies, such as self-assessment, reflection, goal setting, and preparing students for Student-Led Conferences, Portfolios, and Passages, which feature students communicating their learning and growth.

#### **Qualifications and Skills:**

- Demonstrated expertise in effective instructional practices and pedagogy, especially aligned with the Expeditionary Learning model.
- Strong understanding and experience in designing and delivering lessons based on clear learning targets and success criteria.
- Proficiency in strategies for differentiating instruction to support diverse learners, including SWD and ELL.
- Ability to effectively coach and provide constructive feedback to teachers.

- Experience with standards-based curriculum and assessment alignment.
- Skill in using formative assessment and analyzing data to inform instruction and support teacher growth.
- Familiarity with integrating core subjects into interdisciplinary learning expeditions.
- Excellent communication, collaboration, and interpersonal skills, fostering a positive professional culture.
- Commitment to ongoing professional learning and modeling an ethic of self-improvement.