



## **Director of Instruction Job Description**

*Telra Institute is a new K-5 charter school opening Fall 2021 in Charlotte, NC focused on gifted education & advanced learners. We are assembling a high-performing team to work in a novel educational model with a culture that prizes education and esteems educators. Candidates will find a supportive environment and opportunities to excel professionally, intellectually, and financially. Telra Institute is an Equal Opportunity Employer.*

### **Job summary**

- The Director of Instruction of Telra Institute has academic responsibility for the school, leading the instructional staff, establishing the curriculum, methods of instruction & assessment, schedules, and academic assignments to advance the Telra mission.
- The Director of Instruction reports directly to the CEO and is a key member of the Telra Institute Leadership Team. As part of the founding team, the Director of Instruction has the unique opportunity to work together with the CEO to design and build Telra Institute physically, organizationally, programmatically, and culturally.

### **Responsibilities**

- **Instructional management**
  - Participate in development and evaluation of educational programs.
  - Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
  - Develop the strategy for and promote the use of technology in learning
  - Create and promote a positive, caring climate for learning to support all students and staff at Telra Institute.
  - Deal sensitively and fairly with persons from diverse cultural backgrounds.
  - Help CEO develop, maintain, and use information systems to record and to track progress toward campus performance objectives and academic excellence indicators
  - Serve as the school's assessment coordinator using state standardized tests and nationally and locally normed tools
  - Develop and implement standards and processes for instructional grouping, grading, and promotion
  - Help plan daily school activities by developing class schedules, annual calendars, teacher assignments
  - Drive the development of extracurricular programs in conjunction with staff and external partners
- **People leadership**
  - Recruit, manage, and evaluate the instructional staff
  - Inspire, coach, and develop instructional staff to build an effective team of professionals jointly responsible for the attainment of school goals
  - Conduct classroom observations and provide informal constructive feedback to teachers
  - Identify individual professional goals and create professional development plans for instructional staff

- Design and conduct evaluations
- Develop a professional development program, select and manage external providers
- Provide leadership and modeling for teachers in instructional practice, including intervention and differentiation, lesson planning, and data analysis
- **Policies and Compliance**
  - Develop academic, personnel, discipline and other policies and practices as needed for effective school operation
  - In collaboration with the school's ESE compliance officer, identify the need for specialist academic support and develop a plan to address through staff or via external service providers
  - Ensure awareness of and compliance with applicable federal and state laws, Board of Education requirements, and other policies as established by the Telra Board of Directors
- **Student management**
  - Ensure that students are adequately supervised during noninstructional periods.
  - Help to develop a student discipline management system that results in positive student behavior.
  - Ensure that school rules are uniformly observed, and that student discipline is appropriate and equitable.
  - Represent Telra leadership in conferences on student and school issues with parents, students, and teachers.
- **School management and culture**
  - Be the day-to-day instructional leader of the school setting the vision for where the school needs to go academically
  - Develop and manage the academic budget
  - Supervise operations in the CEO's absence
  - Articulate the school's mission to community stakeholders and solicit community support in realizing mission.
  - Demonstrate awareness of school-community needs and initiate activities to meet those needs.
  - Use appropriate and effective techniques to encourage community and parent involvement
  - Build collaborative relationships with parents as partners in the education of their children
  - Support fundraising efforts
  - Attend various school and community events and serve as a spokesperson to students, parents, and the community
- **Complete other duties as assigned**

## Qualifications

- **Required**
  - Bachelor's degree
  - Minimum of 3 years of experience as a licensed teacher
  - Experience in school administration, curriculum development, or instructional design
- **Desirable**
  - Advanced degree in school administration, gifted education, or a related field of education
  - Gifted education certification
  - Experience in a charter school environment
- **Characteristics and capabilities of an ideal applicant:**
  - ATTITUDE
    - Demonstrate knowledge about and passion for advanced learners and their education (in gifted programs or other rigorous courses of study)
    - Be humble and open to innovate in educational delivery with a commitment to continuous improvement
    - Commit to a culture of transparency, high expectations, and continuous improvement
    - Have an attitude that is positive, thoughtful, passionate, articulate, motivating, and empowering with students and team members
    - Be a highly collaborative, results-oriented, adaptable, and problem-solving self-starter
  - PROFESSIONALISM
    - Bring experience working in an entrepreneurial, dynamic school or related demanding environment
    - Demonstrate comfort with a wide range of responsibilities, multi-tasking, and energizing a team to execute
    - Display excellent written and verbal communication skills with students, staff, and other stakeholders
    - Be responsive and able to set and achieve audacious goals
    - Have high standards of professionalism for self and others
  - TECHNICAL LITERACY
    - Be computer savvy, with proficiency in the Microsoft suite
    - Be comfortable using technology for data analysis, instruction, and collaboration

## Contact

Interested applicants should email their resume and a statement of interest to [jobs@telra.org](mailto:jobs@telra.org).