

Data Coach and School Supports Specialist Job Posting

Are you interested in making a difference in the lives of students? Are you ready to put your skills to use as part of a team that coaches teachers and school administration on using data to create positive changes for students? Are you open to learning new skills in the area of data collection, analysis, and presentation? As a PAI Data Coach and School Support Specialist these will be key roles you will play as we partner with schools to increase the freshman on-track rate and set teachers and students up for success!

Who We Are: Philadelphia Academies, Inc. is a 50-year-old non-profit whose mission is to design and implement industry informed, career-connected learning strategies and school supports that position young people for success in post-secondary education and the workforce. By partnering with schools on one hand and Industry and Post-Secondary Institutions on the other, PAI supports students and teachers as we envision a world where all young people have the skills, resources, and networks to reach their full potential.

Position: Data Coach and School Supports Specialist (Full-Time)

The Data Coach and School Supports Specialist is responsible for providing coaching and technical assistance to partner schools in data utilization and intervention planning strategies, as well as implementing supportive practices for 9th grade students. They will also support PAI's efforts in coordinating career pathway work in select partner schools, including work-based learning opportunities and summer internships. The Data Coach and School Specialist will report to the Director of Career Pathway Strategies.

The ideal candidate for this position will have experience working in public schools and coaching/facilitating small groups; be willing to learn new technical and professional skills; have in-depth experience with Microsoft Excel and a strong working knowledge of data spreadsheet functions, tracking and monitoring systems and data-driven decision making; have strong written and interpersonal communications skills; and have a desire to improve the educational experience of teachers and students in Philadelphia.

This is an excellent opportunity for an up and coming professional who is interested in expanding their skill base while supporting students and teachers through coaching and technical assistance in the areas of easing the transition to high school, keeping students on track for graduation, and building career-connected learning experiences in schools.

Duties and Responsibilities Include:

- Coach school leaders on data utilization strategies, protocols, and intervention tracking and monitoring systems in order to promote 9th Grade On-Track rates
- Guide school leaders in looking at data dashboards and analyzing trend data in order to impact their thinking and planning; help leaders translate and communicate relevant data trends to their teams in a succinct way
- Assist with planning and executing school-level professional development sessions and Network-level Community of Practice meetings for school leaders
- Coach school teams on effective teaming and meeting practices, including agendas and roles, and building distributed leadership and accountability

- Support implementation of 9th Grade Seminar curriculum in partner schools, including leading the training process for new teachers on the curriculum, providing ongoing support, and coordinating college and career activities as needed.
- Work with select school administration and teachers to integrate, deliver, and support work-based learning (WBL) plans aligned with career pathways and school needs, serving as the liaison between the school, PAI and industry partners.
- Coordinate with PAI staff and teachers to identify students to participate in summer internships; Assist in collecting all internship-related paperwork from students, schools, and worksites; support internship PD sessions

Additional Qualifications and Required Skills:

- Coaching / professional development experience preferred; Experience working with teachers and/or administrators to achieve specific goals preferred
- Experience working in public schools required, high schools preferred
- Great attention to detail
- Bachelor's Degree required

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Chief of Staff: clafferty@academiesinc.org.

**NOTE: Applicants MUST submit a cover letter with salary requirements to be considered.
Please, NO phone calls and NO walk-ins.**