



## **Middle School Data & Leadership Coach Job Posting**

Are you interested in helping school leaders be more effective as they support middle school students in being on track and ready for high school success? Are you ready to put your creativity to work to pilot new programming centered on data use, intervention strategies, and teacher coaching? Then you might be the right candidate to be PAI's Middle School Data & Leadership Coach.

**Who We Are:** Philadelphia Academies, Inc. is a 52-year-old non-profit whose mission is to alleviate poverty by creating opportunities for underserved students to thrive. By partnering with schools on one hand and Industry and Post-Secondary Institutions on the other, we accomplish our mission by providing career-connected educational programming for middle- and high-school students, capacity building for teachers and school leaders, and industry organizing – all in support of student success.

### **Position: Middle School Data & Leadership Coach (Full-Time)**

The Middle School Data & Leadership Coach will work closely with PAI's Manager of Middle School Programs to pilot a new program aimed at supporting middle school teaching teams in data utilization and intervention strategies to ensure student success. The Middle School Data Coach will work with the Manager of Middle School Programs to adapt key lessons learned from PAI's successful 9th Grade Success Network, and then provide coaching and technical assistance to partner schools in data utilization, teacher team building, and data-driven intervention strategies. The Middle School Data & Leadership Coach reports to the Manager of Middle School Programs.

***Effective October 29, 2021 Philadelphia Academies, Inc. requires all employees to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccination as a condition of employment.***

**The ideal candidate** for this position will have experience working in public schools and coaching/facilitating small groups; be comfortable with Microsoft Excel, 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.

### **Duties and Responsibilities Include:**

- In partnership with the Manager of Middle School Programs, support the design and implementation of a pilot program, building on learnings from PAI's 9th Grade Success Network and recognized research on 8th Grade Predictors and Middle School best practices.
- Develop and maintain relationships with partner schools, working with administration and teaching teams to garner feedback and insight to inform the pilot program.



- Coach Middle School Teaching Teams at 3-4 schools in the School District of Philadelphia on data utilization strategies, effective team meetings, protocols, intervention tracking and monitoring systems, in order to promote student success and readiness for the transition to 9th grade.
- 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
- Plan and execute professional development sessions, Network-wide Community of Practice meetings, and retreats for Middle School Network teams.
- Attend all assigned schools' weekly Team meetings and offer support, suggestions, and coaching during and/or after meetings
- Collect "best practices" from schools for Network-wide sharing and help assigned schools integrate best practices from other schools
- Document and track school progress toward their goals, including supporting report writing.
- Participation in all PAI signature events and fundraisers.
- Other duties as assigned

**Additional Qualifications and Required Skills:**

- Bachelor's Degree in a related field, required.
- Experience working in public middle/elementary schools and with teachers/administrators strongly preferred
- Passion for racial equity and commitment to applying an equity lens to all that you do
- Coaching/professional development experience preferred
- Demonstrated ability for public speaking, as well as leading small/large group presentations
- Ability to successfully manage multiple projects and priorities with high level of organization
- Strong interpersonal communication and relationship building skills
- Ability to analyze and respond to problems, and communicate potential solutions in an approachable way
- Able to work well both independently and in a team, with strong collaboration skills

**Salary Range:** \$50-55,000, with full benefits package including but not limited to Health, Life Insurance, Paid Time Off and 401K

**Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: [clafferty@academiesinc.org](mailto:clafferty@academiesinc.org)**

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