

Coordinator - Early Literacy Improvement Community  
Improving Education  
Baltimore, MD

About us:

At Improving Education, we work to improve educational systems by harnessing the creative power of individuals to develop, test, and implement innovative and efficient solutions to complex problems in education. We focus on birth through grade 3 literacy improvement communities that help schools, parents, teachers, and leaders learn to improve. We design, test, and develop new ways to solve systemic problems through a rigorous quality improvement process.

General description:

The Coordinator for the Early Literacy Improvement Community will manage the day-to-day operations of schools teams working together in a Networked Improvement Community. The Coordinator will coach and support teams of teachers across 4-8 schools in developing, testing, and refining ideas to improve student achievement in early childhood literacy. 75% of the time will be spent meeting with teachers and school teams at individual sites. 25% will be spent meeting with other Improving Education staff. The position requires learning rapidly and managing multiple tasks at once. An ideal candidate will have deep knowledge of early literacy and successfully demonstrated school-wide improvement through work supporting teachers.

Specific responsibilities:

- Manage the school-based programs that support the mission of Improving Education
- Support teachers and school teams through facilitating team meetings, coaching, and data analysis
- Model lessons, co-plan and co-teach lessons with teachers, prepare materials and align resources
- Observe teachers teams and provide feedback to teams
- Collaborate with school and district partners in early literacy improvement work
- Coordinate collaborative planning and learning between school teams throughout the District
- Plan and conduct network and District professional learning opportunities with the improvement community
- Document daily and weekly progress of schools and identify areas for improvement
- Generate new ideas for improvement with teacher teams that can be tested in schools
- Support the growth of the organization through positive interactions with teachers, schools, and the community
- Present findings to school and district staff with recommendations for changes
- Other duties as required by the program or requested by the CEO

Work experience requirements:

- 6 years working in education or related field
- Minimum of 3 years experience working with birth through grade 3 population
- Minimum of 2 years working in a leadership role
- Experience coaching or training teachers and/or school staff

Education requirements:

- Masters degree in education or related field

Location:

Baltimore, MD (Local travel required).

Duration: This is a 12-month position.

Benefits:

Compensation is commensurate with experience and qualifications (Range: \$60,000-\$70,000).  
Comprehensive benefits package included.

How to apply:

Email your resume, cover letter and salary requirement to [info@improvinged.org](mailto:info@improvinged.org).