



# TEACHERS LIKE ME

## Job Description

**Job Title:** Instructional Coordinator  
**Salary:** \$70,000  
**Reports to:** President and Founder of Teachers Like Me  
**Type:** Full time, permanent, remote

**Primary Function:** The Instructional Coordinator is primarily responsible for leading and maintaining a comprehensive instructional program. This role involves ensuring the program is aligned with the strategic plan, conducting annual reviews, and responding to participant needs. The main objective is to enhance effectiveness through professional development and networking, ultimately leading to increased retention. This role will focus on elementary and literacy instruction.

### Core Competencies & Key Responsibilities:

#### 1. Initiative and Persistence:

- a. Serves as liaison and actively participates in education professional organizations at state, regional and national levels
- b. Communicates with district contacts, evaluators, and university contacts
- c. Creates an action plan each quarter to determine daily and monthly schedule
- d. Understands MOCA and MOGEA testing for certification

#### 2. Monitoring and Directiveness:

- a. Monitors/observes curriculum implementation in classrooms and offers insight for the enhancement of teaching/learning to principals and teachers
- b. Attends monthly board meetings
- c. Coordinates the mentoring program

#### 3. Planning Ahead:

- a. Coordinates professional development for teachers and students
- b. Collaborates with the Executive Administrator for budgets and contracts

#### 4. Critical Thinking:

- a. Analyzes grades of students and walkthrough and evaluations of teachers
- b. Identifies specific strategies and materials that provide culturally authentic experiences in all content areas
- c. Demonstrates knowledge of early literacy foundational skills.
- d. Provides support in differentiated instruction.

## 5. Impact & Influence:

- a. Provides quality feedback aligned to all data points
- b. Demonstrates and models effective instructional practices for classroom teachers
- c. Collaborates with the Public Relations Manager to communicate TLM work with stakeholders (monthly newsletters, reports, and social media posting)

### Qualifications:

**Education:** Master's degree in education or related field. Elementary Education Degree

**Experience:** Minimum of 10 (ten) years teaching experience, educational leadership preferred

**Skills:** Proficient in leading professional development and instructional coaching

**Other:** Hold or be eligible for Missouri teacher certification

### Benefits:

**Health & Wellness:** Medical, Dental, Vision

**Retirement:** 403 (b)

**Other Benefits:**

Holidays: 14 days to include New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving, Christmas

Vacation: 5 days in March

PTO: 10 days

**Why TEACHERS LIKE ME:** TLM is an organization focused on creating joy, providing support, and being a family. We aim to increase the number of Black teachers by removing barriers to entry and providing the support needed to be effective and responsive to the academic and social needs of all students, specifically students of color. The mission to recruit, develop and retain quality Black teachers in public education. We foster a positive and risk-free environment where staff and teachers can bring authenticity to the work of education.

**Application Process:** To be considered, all internal and external applicants must fully complete a TLMs' online application, which can be accessed through our website and [Teacherslikeme.org](https://www.teacherslikeme.org) at Careers. Candidates' application and supporting documents will be reviewed. Candidates who advance through the initial review will be notified and placed in the pool for consideration by hiring managers. Candidates will be contacted directly by hiring managers for interviews.

### Equal Opportunity Statement

*TLM is an equal opportunity employer. We are committed to creating a diverse and inclusive work environment where all employees have an equal opportunity to succeed. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender*

Revised June, 2024

*identity, national origin, ancestry, age, disability, veteran status, genetic information, marital status, or any other characteristic protected by applicable laws.*

### **Disclaimer**

The above description covers the principle duties and responsibilities of the position. The description should not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions, and their applications are subject to change by the President.