

Position: Instructional Fellow
Location: New York, Newark, New Orleans, Chicago, Houston
Type: Full-Time

The Instructional Fellowship is a full-time, paid, 12-month program that trains highly effective K-12 teachers to develop and coach new teachers in the Masters of Teaching or certification programs. Instructional Fellows support Assistant Professors and/or Deans and their cohort of graduate students through the Relay GSE Master's program. In doing so, they play a pivotal role in providing Relay GSE graduates with the best possible differentiated preparation. Instructional Fellows' duties are challenging and diverse. They range from supporting Deans and/or Assistant Professors in instructional preparation and delivery to guiding students through their Relay GSE experience through classroom observations, personalized feedback, and grading. Instructional Fellows have the opportunity to build deep relationships with their graduate students, supporting them to generate significant, measurable student achievement gains in their K-12 classrooms. To support their success, Instructional Fellows will also receive professional development sessions, coaching, and career networking opportunities to help to prepare them for future education-focused positions at either Relay GSE or other top educational organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supports Assistant Professors and/or Dean in the following ways:

- Provides a first audience and feedback of their weekly instruction
- Aids in the facilitation of weeknight classes 2-3 nights/ instructional week by orchestrating and supervising student practice and small-group work; providing tactical observation and feedback to graduate students; answering questions; assisting in activities; and running all logistical elements of class time
- Grades assessments, synthesizes performance data, tracks cohort progress and identifies gaps in graduate student understanding
- Teach or observe Saturday instruction and grade assessments associated with that instruction
- Assist in teaching and facilitating induction sessions in spring / summer

Ensures graduate students' progress and success in the following ways:

- Observes graduate students in their K-12 classrooms at least three times a year as their primary source of practical evaluation and provides them with specific, actionable feedback around best teaching practices
- Provides graduate students with additional classroom support and observations as needed
- Holds routine office hours to support, help and provide guidance to graduate students
- Serves as the first responder and primary contact for graduate students, channeling only the most difficult questions to Assistant Professors or Dean
- Grades and provides quality feedback to graduate students on Relay GSE assessments
- Creates and maintains a positive work environment and sense of community with all graduate students
- Performs other related duties as required and assigned

QUALIFICATIONS

First and foremost, Instructional Fellows must share the team's sense of urgency about the need to improve student achievement through phenomenal teacher preparation. Additionally, candidates for the position must possess the following:

- A Master's degree or PhD
- At least two to four years experience teaching in a school serving high-needs community with demonstrated K-12 student achievement (Ideally in math or science)
- Strong team orientation and collaborative nature
- Ability to work efficiently, independently and intensely in an entrepreneurial environment
- Strong interpersonal communication skills



- A demonstrated passion for urban education and closing the opportunity gap

ABOUT US

The Relay Graduate School of Education (Relay GSE) is a groundbreaking graduate school with an innovative Master's degree program designed specifically to respond to today's urgent demand for effective and successful teachers. In the 2012-2013 school year, Relay GSE serves over 650 graduate or alternate route program students in both New York and New Jersey.

Relay GSE's mission is to teach teachers to develop in all students the academic skills and strength of character needed to succeed in college and life. Our academic programs — practically focused, reinforced by the proven practices of high-performing schools, and substantiated by research — were designed to enable our graduates to lead their predominantly urban students to demonstrable annual achievement gains. Relay GSE is positioned to bring about transformational change in teacher preparation, becoming the place where a new generation of continuously-improving, results-focused individuals can fulfill their destiny in the world's greatest profession.

COMPENSATION

Relay GSE offers a competitive salary and benefits package for full-time employees.

APPLICATION INSTRUCTIONS

Interested applicants should apply directly to <http://www.relayschool.org/careers>. Should you have any questions, please email jobs@relay.edu.

Relay Graduate School of Education provides equal employment opportunity for all applicants and employees.