



**Job Description for Instructional Team Leader**

Position Type	Position Classification	Job Location
Internal Teacher Position with Stipend \$2,500 per semester	Non - Exempt	Primarily Remote

**Overview :** Reimagine Education, LLC is a privately - owned management company for Michigan International Prep School, a publicly funded Cyber Charter School.

**Philosophy:** At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

**Position Description:** Reimagine Education, LLC is seeking Instructional Team leaders for elementary, middle, and high school who will help drive MIPS curriculum and instruction goals through strong grade level culture, backwards planning, and data-responsive instruction to support student in meeting their academic goals and ensure MIPS is a safe, supportive, and fun work environment.

Qualifications	Essential Duties
<ul style="list-style-type: none"> <li>• Current Michigan Teacher Certification in appropriate grade-level</li> <li>• At least 2 years of teaching experience and demonstration of high expectations for student achievement</li> <li>• Knowledge of grade-level state standards and standards-based reporting including (CCSS, NGSS, and MC3)</li> <li>• Strong pedagogical knowledge and content expertise.</li> <li>• Instructional coaching &amp; curriculum development experience preferred</li> <li>• Must provide evidence of knowledge of foundational reading skills, learning progressions, and research-based best practices (Master's in Reading preferred)</li> <li>• Understand and provide evidence of high quality assessment development</li> <li>• Understand and be able to explain various data sets and terms (percentile, mean, growth calculation, standard deviation)</li> <li>• Experience leading professional learning for teachers preferred</li> </ul>	<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Collaborate with teachers across grade levels to ensure vertical alignment of curriculum and instructional strategies</li> <li>• Assist teachers in creating materials that are in alignment with curriculum.</li> <li>• Support the instructional development of all teachers in understanding the CCSS curriculum and varied assessments, Backwards Design, and data analysis.</li> <li>• Meet weekly with curriculum/ instruction team to:               <ul style="list-style-type: none"> <li>○ Monitor MICIP goals, strategies, and activities</li> <li>○ Review curriculum development progress,</li> <li>○ Assist in planning and monitoring MICIP</li> </ul> </li> </ul> <p><b>Instruction</b></p> <ul style="list-style-type: none"> <li>• Models strong pedagogical knowledge and content expertise.</li> <li>• High expectations of achievement that are ambitious and measurable for students</li> <li>• Communicate and demonstrate research-based instructional practices that result in increased student performance and improved classroom environment.</li> <li>• Design virtual instruction that is enriched (developing higher-order thinking skills) and personalized (reflecting learning levels and interests of individual students)</li> <li>• Guide team in using student-level data to guide instructional decisions.</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• Assist teachers in using focus standards and backwards design methodology to apply research-based best practices for assessment.</li> <li>• Provide assessment review and feedback for teacher-created assessments.</li> <li>• Provide assistance to the school assessment team in planning and preparing for school and state assessment.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Facilitate weekly PLC's with grade-band team               <ul style="list-style-type: none"> <li>○ Assist teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of their students.</li> <li>○ Provide job-embedded informal professional learning</li> <li>○ Modeling, lesson planning, and co-teaching support</li> </ul> </li> <li>• Helps interpret student data and identify instructional strategies               <ul style="list-style-type: none"> <li>○ Serve as a liaison between elementary, MS, or HS team and administration</li> </ul> </li> <li>• Attend some meetings or PD sessions outside of regular school hours (no more than 10 per year)</li> </ul>

**Required Documents:** Internal applicants please send a letter of intent to [browne@miprepschool.org](mailto:browne@miprepschool.org)

*Action Employer, It is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.*