

Commonwealth Corporation
Youth Pathways Division

Position Title:	Instructional Coach
Reports to:	Director of Youth Employment, Training and Curriculum
Classification:	Level 3 Professional
Shift:	Day
Status:	Full-Time
Salary Range:	\$60,000-\$65,000

Who we are:

Who we are: Commonwealth Corporation is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education and workforce organizations. Our primary goals are:

- to build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment and;
- to upgrade the skills of underemployed workers to meet specific employer skill demands leading to job retention, upgrades and wage gains, and;
- to increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

Commonwealth Corporation works with hundreds of Massachusetts companies, thousands of new and experienced workers, and thousands of youth and young adults each year. Among other activities, we:

- Administer the Workforce Training Fund, a trust that awards \$20 million in grants to companies annually;
- Administer YouthWorks, Massachusetts' subsidized youth employment program;
- Serves as the lead entity in a partnership that delivers education, career development, and employability services to youth who are in the custody of the Commonwealth's juvenile justice agency;
- Implement, expand usage of and sell Signal Success, our soft skills and employability curriculum;
- Operate Governor Charlie Baker's Commission on Digital Innovation and Lifelong Learning, a new, high profile effort to extend education and training to many more people in Massachusetts.

Position Description

Key Responsibilities

Reporting to the Director of Youth Employment, Training and Curriculum the Instructional Coach supports ongoing development and implementation of Signal Success, a comprehensive work-readiness/ career development curriculum, as well as program-related technical assistance to statewide networks of program partners and individual organizational partnerships. These partners include public school teachers and counselors, workforce development managers and practitioners, and youth workers involved in youth employment programs. A significant portion of the work involves supporting program partners in YouthWorks, the statewide subsidized youth employment program that CommCorp administers on behalf of the Executive Office of Labor and Workforce Development (EOLWD). This

position is ideal for an individual with instructional, training, and coaching experience at the high school level who has an interest and/or background in youth development and/or workforce development programming.

The key responsibilities of the Instructional Coach are outlined below:

1. Research and design curricular tools and resources for supporting effective and engaging delivery of career and work readiness content to teens and young adults. Sample topics include soft skills (i.e., communication, collaboration, initiative, etc.), career awareness and exploration, and job search and acquisition skills.
2. Review and revise curricula content and validate quality through working with participant data, program providers, and subject matter experts
3. Develop, design and implement assessment and evaluation procedures in collaboration with CommCorp staff to ensure participant learning and program goals are met.
4. Support program implementation by conducting partner needs assessments and developing customized courses for a variety of education/ workforce development partners.
5. Provide leadership and support ongoing partnerships with grantees, foundation-funded partnerships and fee for service partners by executing deliverables in a timely fashion, communicating regularly with appropriate program contacts to support curriculum delivery and in some cases overall program execution, and lifting up larger program concerns that threaten the success of the partnership/ program.
6. Help plan and deliver professional development and technical assistance in a variety of forms including from multi-day in-person trainings to webinars and written informational resources.
7. Build the capacity of instructors to effectively deliver curriculum and ensure teen/young adult learners are engaged and making progress with learning objectives by providing coaching, which can include co-planning with instructors, demonstrating lessons, co-teaching, observing and providing targeted feedback in debrief conversations.
8. Assist in expansion and promotion of Signal Success by developing and delivering conference presentations, meeting with potential partners to educate them on advantages of CommCorp's offerings and services.
9. Additional projects as needed: these may include leading workshops and classes for youth, documenting models of effective practice in youth employment and training; developing profiles of local programs and youth participants; managing promotional aspects such as developing marketing collateral and tracking new partner leads.
10. Contribute to other Youth Pathway team projects or other organizational departments when needed

Knowledge, Skills and Abilities

- Prior experience developing and delivering curriculum to youth/young adults and or staff working with youth/young adults
- Knowledge of research on effective instructional strategies and know how to align instruction with content
- Demonstrated effectiveness with a wide range of group presentation and facilitation skills
- Ability to use assessment results to guide instruction

- Familiarity with youth development programming and interest in non-profit program management
- Excellent written and oral communication skills and commitment to developing collegial and professional relationships with various stakeholder groups
- Proficient in Microsoft Office and experience or willingness to learn desktop and web publishing software, specifically InDesign and WordPress.
- Ability to effectively structure and implement own work
- Commitment to equity and diversity
- Ability to function in a statewide project that, at times, may require frequent travel within the state; must have access to a car. Occasional out of state travel required.

Minimum qualifications

B.A. degree required. Master's degree in education or related field preferred.

Minimum seven years of professional experience with at least four years of classroom teaching experience or the equivalent required. Experience working with diverse populations, and/or with students from lower socioeconomic backgrounds preferred. Previous successful experience in coaching and/or training adult learners desirable.

Candidates must have a valid driver's license and access to a car.

The final candidate must willing to submit to and pass a comprehensive background check.

Interested applicants must submit a cover letter and resume to:

HRApplicant@commcorp.org or to Commonwealth Corporation, Human Resources Department, 2 Oliver Street, 5th Floor, Boston, MA 02109

Applications will be reviewed on a rolling submission basis throughout the duration of this posting.

EOE