



# SUMMIT SCHOOL

A DIFFERENT SCHOOL FOR A DIFFERENT GENERATION

## Job Description: Elementary Instructional Coach

### Position Overview

The Elementary Instructional Coach at Summit School serves as a collaborative partner and professional development leader for the elementary teaching team. This role supports instructional excellence, guides teachers in reflective practice, and helps implement research-based strategies across all content areas—including literacy, numeracy, inquiry, and outdoor learning. The ideal candidate is a strong relationship-builder who is passionate about student-centered education and empowering educators.

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### Key Responsibilities

#### Instructional Support

- Collaborate with teachers to plan, model, co-teach, and reflect on effective instructional practices
- Support implementation of differentiated instruction and multi-age learning strategies
- Integrate outdoor learning and Forest School pedagogy into classroom instruction
- Assist with curriculum development aligned to Summit's mission and values

#### Coaching & Professional Development

- Facilitate individual and team-based coaching cycles rooted in reflective practice
- Provide non-evaluative, supportive feedback to foster teacher growth
- Plan and lead professional development aligned with school-wide goals
- Promote the use of research-based, student-centered instructional methods

#### Enrollment & Admissions Support

- Assist the Head of School and Admissions team with family tours, offering a welcoming and informative experience
- Clearly communicate the benefits of Summit's programs and educational philosophy to prospective families
- Support the development and implementation of strategies to attract and retain mission-aligned students and families

## **Administrative Support**

- Contribute to faculty recruitment, onboarding, and performance feedback processes
- Serve as a liaison between administration, faculty, families, and students to ensure effective communication
- Participate in or lead meetings, workshops, and school events as needed
- Support key operational functions such as scheduling, curriculum planning, and policy development

## **Community Engagement**

- Collaborate with staff to design initiatives that build and strengthen school community
  - Assist in planning and executing school-wide events, open houses, and special programs
  - Maintain a visible and approachable presence among students, faculty, and families
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## **Qualifications**

- Bachelor's degree in Education or a related field (Master's degree preferred)
  - Proven success in instructional coaching, mentoring, or teacher leadership
  - Strong understanding of progressive, inquiry-based, and constructivist pedagogies
  - Familiarity with Forest School, outdoor education, or place-based learning is a plus
  - Experience in educational leadership, student support, or related areas
  - Excellent interpersonal and communication skills
  - Ability to manage conflict with empathy and fairness
  - Familiarity with independent school culture is preferred
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## **Skills & Attributes**

- Commitment to the mission, philosophy, and values of Summit School Waco
- High level of professionalism, integrity, and discretion
- Strong organizational skills with the ability to manage multiple priorities
- Collaborative, flexible, and proactive approach to problem-solving and leadership

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## Work Environment

This is a full-time, year-round position. The Elementary Instructional Coach will work closely with the Head of School and staff to advance the school's mission and ensure a supportive and enriching learning environment for students and families.

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## How to Apply

Interested candidates should submit a cover letter, resume, and three professional references to:

**Peter Holmstrom**

**Email:** [peter@summitwaco.org](mailto:peter@summitwaco.org)

Applications will be reviewed on a rolling basis until the position is filled.

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## Equal Opportunity Statement

Summit School is an equal opportunity employer and values diversity in its community. We welcome applications from individuals of all backgrounds.