



Title: Experiential Education Coach

Reports to: Head of Experiential Coaching

Functional Responsibilities: Teacher development and coaching

EMBARC BACKGROUND:

Embarc's mission is to create a more just and equitable educational experience and cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their worldview, and seize opportunities in school and life. Embarc is regarded as one of the most exciting nonprofits in Chicago that specializes in combining a robust curriculum with immersive, hands-on learning experiences that connect students to multiple sectors of the Chicago community to drive academic skills and close the opportunity gap.

Since its inception in 2010, Embarc has served nearly 8,000 students who have achieved an average 95% graduation rate and 90% overall postsecondary success. Embarc has grown from serving 25 students in 2010 to nearly 4,000 students in the 2023-2024 school year in 18 high schools across Chicago Public Schools (CPS).

POSITION OVERVIEW:

The Experiential Education Coach (EEC) assists in overseeing the experiential educational aspect of Embarc to ensure the quality and efficacy of the program. This includes designing and implementing professional development; monitoring and supporting teachers through classroom visits, coaching conversations, modeling and co-instructing curriculum for students; monitoring student performance data; developing systems to increase the capacity of school-based lead teachers and administration teams to incorporate experiential learning as part of the culture of their schools; and keeping the Head of Experiential Coaching informed in these areas. To accomplish these tasks, the EEC works closely with teachers, students, administrators, the community, school staff, Embarc program managers, and CPS as needed. The EEC reports to the Head of Experiential Coaching.

To ensure success in this role, candidates should have a deep belief in our collective ability to innovate in educational spaces to be able to provide a robust and evolving education that every child deserves. Candidates should feel comfortable engaging in spaces with both youth and adults, and see the assets in all stakeholders that can lead to shifts in mindsets, behaviors, and beliefs to create a more just and equitable education system. This job requires you to be flexible and adaptable. In this role you will conduct work in person *and* virtually, you will work on some projects collaboratively *and* some independently, you will be using systems and models that have been proven to work *and* be creating and designing new systems and models as Embarc and education continues to evolve.

KEY RESPONSIBILITIES:

I. Experiential coaching and professional development for Educators (50%)

- Keep current on new research, teaching methods, and best practices to support teachers with experiential education implementation and transformational instructional coaching strategies
- Conduct consistent and ongoing coaching sessions with teachers around curriculum & teacher practice using a transformational coaching approach
- Provide transformational and experiential coaching to teachers throughout the year on using the curriculum, methods, and philosophy upon which Embarc is based
- Support teachers in the curriculum and experience execution; celebrate successes and help problem solve around challenges while maintaining a growth mindset and instilling these practices in educators

- Support lead teachers and school administrators in the implementation of the Embarc whole school model; aligning Embarc and school goals, supporting Embarc leadership in school engagement and onboarding; developing and maintaining systems to hone experiential leader skills in school staff
- Be present in the schools and on experiences on a weekly basis as the primary touchpoint and liaison between schools and Embarc
- Propose new ideas to streamline processes, innovate, and drive our work forward
- Use a variety of instructional coaching methods such as co-facilitating, modeling, observing lessons in the classroom, professional development, and reflection cycles that support student and teacher development as experiential leaders
- Collaborate with the instructional and program team to develop and implement ongoing and innovative professional development to deepen and enhance experiential learning practices across Embarc schools and program models

II. Classroom and Experience Management (20%)

- Thoroughly understand the mission of Embarc, its curriculum, and its coaching philosophies
- Collaborate with program team members to select appropriate, meaningful, and relevant experience options for students in accordance with developmental stages, school/community needs, and student interests
- Hone systems and procedures to execute smooth whole school experience days for all stakeholders from administrators, to teachers, and most importantly students; continually build the capacity of the school community to own and maintain systems
- Be on call during experiences to support and ensure fidelity of experience facilitation; collaborate with the program manager to facilitate and execute Embarc whole school experience days
- Act as liaison between Embarc, the schools, and businesses/organizations; while continually building the capacity of school-based personnel from teachers to support staff and administration to embed Embarc within their school systems and structures
- Support maintenance of the financial health of Embarc by reporting expenses to Fiance and collecting expense-related documents
- Be knowledgeable of Embarc's incident reporting systems and follow all necessary steps to ensure the safety of all students, staff, and partners during Embarc experiences and work in collaboration with Embarc team members and Embarc leadership to maintain records
- Deliver materials to schools when necessary

III. Results tracking (10%)

- Be well versed in school data and be able to respond accordingly, review curriculum in response to data outcomes, and have conversations with teachers & Embarc admin to ensure that the curriculum is effective
- Work with Embarc teachers, as well as programmers to ensure accurate & timely data is obtained and respond to data in real-time
- Update spreadsheets around data
- Utilize Embarc data systems to maintain notes and data that capture quantitative and qualitative growth

IV. Collaborative Engagement with Embarc Team & Mission (20%)

- Participate and actively engage in team meetings, coach/Program Manager pair meetings, and other staff meetings
- Demonstrate a collaborative nature and eagerness to learn from others within the Coaching team and throughout the organization
- Demonstrate a growth mindset and an eagerness to ideate, test, reflect, and learn from past performance
- Demonstrate a desire to want to continuously improve the educational experience for young people through an insistence on impactful, organized, and well-developed programming

- Demonstrate a high level and ability to creatively problem solve and lead with a solution-oriented mindset in order to continuously propel the work forward
- Reciprocally work with other members across the programming team to determine experiences for students; creatively problem solve based on schools' needs/wants and Embarc capacity to develop a scope and sequence of Embarc programming at each school.
- Contribute to the development of the programming team by sharing learnings, practices, and successes across school models.
- Cultivate a healthy working relationship with Embarc teammates across departments to utilize the assets of each team member in a way that creates the most impactful programming for students.

SKILLS, EXPERIENCES, AND COMPETENCIES:

- A deep belief that all students can succeed and should be given the opportunities and access to do so
- An understanding of alternative forms of education and the missed opportunities that exist within the current standard of education systems for underserved youth
- Have the qualifications of a teacher as prescribed by the state of Illinois
- Hold at least a Bachelor's Degree in Education from an accredited college or university
- Have knowledge and a deep belief in the importance of social-emotional learning as a key lever of growth
- Have previous experience/knowledge of curriculum implementation, standards alignment, and data analysis
- Have at least five (5) years of successful teaching, coaching, administrative, and/or supervisory experience
- An extremely high level of personal responsibility with exceptional goal orientation and a proven track record of success
- Experience executing projects to meet and exceed ambitious goals
- Meticulous attention to detail, record keeping, and organizational skills with an ability to manage multiple tasks
- An ability to anticipate project needs, discern work priorities, and meet deadlines with little supervision
- Exceptional electronic, oral, and written communication skills and the ability to provide constructive feedback
- Familiarity with Google Calendar, Google Docs, Google Spreadsheet, Word, Zoom, and PowerPoint
- The ability to work with a variety of people with different backgrounds and experiences
- A willingness to work occasional nights and weekends

Other Requirements

- Experiential Education Coaches are required to make off-site visits to Embarc's various school and experience sites. With this in mind, it is preferred for the Coach to have his/her/their own car or comparable means of transportation and a valid driver's license and insurance. Embarc does currently reimburse for some travel related expenses.

TO APPLY

Interested candidates must submit a cover letter and resume to Director of Learning, Amy Besida, abesida@embarcchicago.org

Embarc is an equal opportunity employer. Embarc evaluates applicants for employment on the basis of qualifications, merit, and work related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status.

Please note all offers of employment are subject to and contingent upon the successful completion of a background check.

Embarc Vaccination Policy

Embarc requires all employees be fully vaccinated for Covid-19 by the official start date of employment.

APPLICATION PROCESS

When applying for employment at Embarc, candidates should expect to participate the following process:

- Phone interview - 30 minutes
- Work sample request with 5 business day turnaround time
- In person interview - 60 minutes
- Field experience or virtual text discussion - 60 or 90 minutes
- Reference check

We reserve the right to add to this process at our discretion depending on the position and the number of applicants.