

ICA Cristo Rey Academy (ICA) is a Dominican Catholic college preparatory school that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience, and the support of our spiritual community, we prepare students for lives of faith, purpose, and service.

Job Details:

Title: Teaching and Learning Specialist

Term: 2026-2027 academic year

Reports to: Dean of Curriculum & Instruction

Location: San Francisco

Position Type: Full-time, Exempt, 10 month (August - May)

Salary Range: \$70,000-\$90,000 commensurate with experience

POSITION SUMMARY:

The Teaching & Learning Specialist reports to the Dean of Curriculum & Instruction and is a member of the Academic Leadership Team and a key driver of instructional excellence at ICA Cristo Rey Academy. This role owns the instructional coaching model, partners with the Dean of Academic Programs to implement and continuously improve the school-wide professional development program and ensures that assessment data systematically informs instructional growth. The Teaching & Learning Specialist works in close partnership with the Dean of Curriculum & Instruction and the Principal to build a culture of continuous improvement—translating instructional vision into classroom practice and measurable outcomes for all students.

RESPONSIBILITIES Related to Instructional Leadership & Professional

Development:

- Partners with the Dean of Academic Programs to implement and continuously improve the school-wide professional development program, bringing coaching data and instructional expertise to inform priorities and design
- Directs the instructional coaching program, including training and building the capacity of Teaching Fellows (3-4 teachers recognized for strong instructional practice who serve on the Academic Leadership Team and engage in peer coaching)
- Provides ongoing, non-evaluative coaching to a dedicated caseload of 5-6 teachers through structured cycles of goal setting, classroom observation, and progress monitoring grounded in the TRU framework
- Serves as a resource and advocate for equitable instructional practice, culturally responsive pedagogy, and Universal Design for Learning (UDL)

RESPONSIBILITIES Related to Data Analysis & Assessment:

- Uses assessment data—including MAP results and final exam analysis—to inform professional development priorities and contribute to program evaluation in collaboration with the Dean of Academic Programs
- Owns data reporting to ensure effective, evidence-based collaboration across the academic program
- Synthesizes classroom and school-wide data to identify instructional trends and drive targeted improvement efforts

RESPONSIBILITIES Related to Academic Leadership Team:

- Sits on the Academic Leadership Team alongside the Dean of Curriculum & Instruction and Principal, sharing collective responsibility for building a school-wide practice of instructional excellence
- Contributes to school-wide systems for instructional improvement, data-tracking, and intervention design

Qualifications:

Successful applicants will demonstrate a commitment to ongoing professional growth. In addition, they will meet or exceed the following requirements:

- Bachelor's degree in subject area; an advanced degree and/or teaching credentials are preferred
- Strong knowledge of the academic, socio-emotional, and life skills necessary for college readiness
- Experience working with and a deep appreciation of adolescents
- Demonstrated commitment to diversity, equity, inclusion, and belonging work
- Ability to use and effectively employ technology to promote efficiency, communication, and organization both in the classroom and workplace
- Physical demands
 - Able to lift up to 30 pounds, climb stairs, and work at desk and computer for extended periods
 - Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus
- Preferred bilingual or multilingual skills

ICA Cristo Rey encourages applicants of all backgrounds and provides equal employment opportunities to applicants of any race, ethnicity, religion, sex, or national origin. Candidates from diverse backgrounds are encouraged to apply. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the described essential functions.

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