

TEACHING & LEARNING COORDINATOR (MSHS) COLEGIO AMERICANO DE TORREÓN



To apply: leann.lear@cat.mx

POSITION DESCRIPTION

We are looking for a dynamic, reflective, and highly skilled Instructional Coach & Curriculum Lead to strengthen teaching and learning across our school community. This role blends instructional coaching, curriculum leadership, and professional learning design, with a primary focus on the Middle School and High School (MSHS) and a secondary role supporting select K-12 curricular teams.

The ideal candidate is a strategic thinker and relationship-builder who believes in progressive, student-centered learning and understands how strong curriculum, assessment, and instructional practices translate into meaningful classroom experiences. This position reports to the Department of Teaching & Learning (DTL) and collaborates closely with divisional leadership.

POSITION RESPONSIBILITIES

Divisional Instructional Support (MSHS)

- Serve as a coach for middle and high school teachers through cycles of observation, feedback, co-planning, modeling, and reflection.
- Support teachers in implementing student-centered instructional practices, including project-based learning, and standards-based assessment practices
- Facilitate reflective conversations grounded in evidence of learning
- Collaborate with divisional leaders to identify instructional priorities and respond to emerging needs
- Supports divisional teachers with goal-setting and development of small scale action-research projects
- Support new teachers through onboarding and instructional induction toward CAT teaching practices
- Collaborate in the design and facilitation of high-quality professional learning experiences for individuals and teams
- Collaborate on school-wide initiatives related to teaching, learning, and assessment

TEACHING & LEARNING COORDINATOR (K-6) COLEGIO AMERICANO DE TORREÓN



To apply: leann.lear@cat.mx

POSITION DESCRIPTION

We are looking for a dynamic, reflective, and highly skilled Instructional Coach & Curriculum Lead to strengthen teaching and learning across our school community. This role blends instructional coaching, curriculum leadership, and professional learning design, with a primary focus on our Kindergarten and Elementary classes (K-6) and a secondary role supporting select K-12 curricular teams.

The ideal candidate is a strategic thinker and relationship-builder who believes in progressive, student-centered learning and understands how strong curriculum, assessment, and instructional practices translate into meaningful classroom experiences. This position reports to the Department of Teaching & Learning (DTL) and collaborates closely with divisional leadership.

POSITION RESPONSIBILITIES

Divisional Instructional Support (K-6)

- Serve as a coach for K-6 teachers through cycles of observation, feedback, co-planning, modeling, and reflection.
- Support teachers in implementing student-centered instructional practices, including project-based learning, and standards-based assessment practices
- Facilitate reflective conversations grounded in evidence of learning
- Collaborate with divisional leaders to identify instructional priorities and respond to emerging needs
- Supports divisional teachers with goal-setting and development of small scale action-research projects
- Support new teachers through onboarding and instructional induction toward CAT teaching practices
- Collaborate in the design and facilitation of high-quality professional learning experiences for individuals and teams
- Collaborate on school-wide initiatives related to teaching, learning, and assessment



POSITION RESPONSIBILITIES CONT.

K-12 Curriculum Coordination

- Lead and support select K–12 curricular teams in curriculum design, alignment, and continuous improvement through coaching, team planning and aligning common practices
- Ensure curriculum reflects CAT Practices and student-centered pedagogy through facilitation of coaching cycles and instructional rounds
- Facilitate curriculum mapping and vertical alignment to ensure coherence across grade levels and divisions
- Support the continual refinement of priority standards, standards-based rubrics and authentic assessments
- Contribute to school-wide instructional frameworks and shared language around learning
- Support accreditation, evaluation, and strategic initiatives related to teaching and learning

POSITION REQUIREMENTS

- Bachelor's degree required; Master's degree in Education, Curriculum & Instruction, or Educational Leadership preferred
- Minimum 5 years of successful classroom teaching experience
- Prior experience as an instructional coach, curriculum coordinator, department lead, or teacher leader strongly preferred
- Deep understanding of student-centered learning, standards-based assessment, and project-based learning
- Experience in international, bilingual, or culturally diverse school settings preferred
- Strong facilitation, coaching, and interpersonal skills
- Conversationally Competent in Spanish