

Instructional Coach

On Campus • Room + Board Provided

EXPLO Middle School at Wellesley College
Wellesley, MA

Dates (in person): June 21, 2027 – July 25, 2027

We are seeking enthusiastic, creative team players who are excited to help ignite our middle school students' curiosity and create an inclusive, safe, and joyful campus community.

About EXPLO Middle School

EXPLO Middle School is the leading enrichment program for middle schoolers, inspiring students ages 12 to 14 (currently in grades 6-8) since 1977. Our four-week summer program runs as two 2-week sessions at Wellesley College, just outside Boston, with day and residential options. In EXPLO 360°, students design their own program from dozens of hands-on workshops and electives. In our Focus programs, Veterinary Science and Medical Rotations, they dig deep into one field. Instructors spark curiosity and bring classes to life. Advisors build belonging, running the activities, events, and trips that turn a campus into a community. They are supported by experienced academic, student life, and operations leaders who provide coaching, feedback, and guidance throughout the summer.

The Opportunity

Instructional Coaches are members of the Office of Teaching and Learning, the team charged with ensuring that students have a safe, engaging, and joyful classroom experience while at the program. They work with the Director of Teaching and Learning to oversee all aspects of the EXPLO 360° and Focus programs. Instructional Coaches regularly observe courses and provide Instructors with direct feedback and guidance on their classes and teaching performance. Instructor feedback may include individualized meetings and small group professional development. Instructional Coaches help Instructors procure supplies, set up classrooms, and coordinate special events for their Workshops and Electives. Instructional Coaches may also be asked to assist with evening events and other programming.

Instructional Coach Responsibilities

- Supervise, advise, support, and provide regular feedback for a group of Instructors, fostering a collaborative and supportive teaching community.
- Observe classes regularly to assess instructional quality and alignment with EXPLO's curricular goals, student engagement, and classroom environment.
- Conduct individualized coaching sessions and facilitate small-group professional development.
- Contribute to the refinement of curricular materials and teaching resources, as needed.
- Assist Instructors in procuring necessary classroom materials and supplies within the course budget.
- Support the setup and organization of classroom and educational spaces to ensure safe, engaging, and effective learning environments that meet program and host institution policies.
- Coordinate logistics for special events, projects, guest speakers, and presentations related to program Workshops and Electives.
- Foster a collaborative, professional, and joyful learning community alongside the Director of Teaching and Learning and co-Instructional Coaches that encourages open communication, reflection, and shared growth.
- Support operational and programmatic tasks, as needed, that are necessary to the success of the program.

Dates, Compensation + Benefits

- This is a 5-week seasonal position. The position runs Monday through Friday, with one exception: staff also work the final weekend of the summer to complete end-of-season documentation and help pack up campus.
- A multi-day, on-campus, in-person training and orientation will start on Monday, June 21, 2027.
- Ahead of the summer, Instructional Coaches complete required remote training, which includes a combination of individual sessions and team meetings. Individual sessions are scheduled flexibly; team meetings are scheduled at set times based on group availability.
- Each Instructional Coach receives one-on-one professional development tailored to their needs, focused on building skills in giving feedback and mentoring staff.
- Instructional Coaches also have the option to begin working remotely with their Instructors before the summer, primarily reviewing lesson plans and course content. Timing for this optional work is flexible and will be discussed as part of any job offer.
- Compensation for this role is \$5,500, based on relevant training and experience.
- Lunch is provided for all Instructional Coaches.
- Campus housing for Instructional Coaches is very limited; if campus housing is needed, Coaches will be expected to fulfill additional program responsibilities, to be discussed during the hiring process.

About You

- You have earned, at minimum, a bachelor's degree, with coursework and/or professional experience directly related to coaching and mentoring educators.
- You are available to work on campus for the duration of the program. Please note: campus housing may be available, on a very limited basis, for applicants not local to the Boston/Wellesley area.
- You are authorized to work in the United States, and/or have the ability to obtain authorization by the start of the program.

Physical Requirements and Work Environment

- This position will require staff members to occasionally assist with a variety of physical tasks, including carrying signage and supplies, event set-up and tear-down, and standing or walking for prolonged periods of time during events; responsibilities before students arrive will include setting up both indoor and outdoor spaces.
- The Wellesley College campus is large and spread out, and we will be using spaces throughout the campus. Because of this, days will include significant amounts of walking.

EXPLO will make reasonable accommodations under the Americans with Disabilities Act that would enable employees to perform the essential functions of their job. Please contact us to discuss an accommodation request.

Application Process

To apply and learn more, visit [EXPLO's Faculty & Staff Hiring page](#).
Questions may be directed to faculty_hiring@explo.org.

Selected candidates will be contacted for interviews on a rolling basis. **Early applications are encouraged.**

EXPLO, as part of Exploration School, is an Equal Opportunity Employer committed to building a diverse team and a workplace that values inclusion and belonging. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, disability, protected veteran status, age, marital status, or any other characteristic protected by law.