

JOB ANNOUNCEMENT

Position Title: Senior Associate, Instructional Development and Multi-Lingual Learning

Salary: Commensurate with qualifications

Reports to: Chief Executive Officer and Chief Officer, National Field Operations

POSITION SUMMARY:

This is a senior level position, responsible for coordinating and providing intensive, on-site and virtual technical assistance to state, district and school-based staff, parents, and other stakeholders to implement education reform initiatives that strengthen teaching and improve student learning.

The position requires expertise in multi-lingual learning, school improvement strategies, and major education reform initiatives. The successful candidate must also have exceptional managerial ability and communication skills, both vision and detail orientation, and skill in building leadership teams within multi-racial settings.

The Senior Associate leads the Center's multi-lingual learning initiatives and co-develops strategic opportunities to advance innovative reforms. The position grows the internal capacity of CTAC staff, and builds the external capacity of educational leaders nationwide to accelerate student learning.

MAJOR RESPONSIBILITIES:

1. *Training & Technical Assistance*

- Provide technical assistance to state education leaders (e.g., state education agency staff, state organizational leaders), local education leaders (e.g., boards of education, superintendents, union leaders), and school community leaders (e.g., principals, teachers, parents, and business partners) to advance school and district improvement.
- Develop and implement strategic approaches to school accountability, educator evaluation, leadership and professional development, and instructional practice.
- Build and implement training curricula and assistance strategies for state, district, school and community leaders.
- Maintain both general and project-related relationships with diverse constituencies – executives, boards, cabinets, schools teams, corporate groups and philanthropic organizations.
- Develop and implement strategies to influence public policy.

2. *Coordination & Management*

- Plan, coordinate and manage specific projects and/or project components, including on-site technical assistance, and program development.
- Collaborate with research and evaluation team to develop monitoring plan and collect metrics to gauge impact and satisfaction.
- Serve on and/or lead project teams created around major areas of CTAC involvement.
- Communicate present and future work needs and assignments to staff as needed.

- Identify field and/or internal challenges and help create and implement resolutions.
- Anticipate, identify and coordinate project requirements in a timely manner.
- Maintain detailed project records and prepare regular site reports.
- Other duties as assigned by the Chief Executive Officer and Chief Officer, National Filed Operations.

3. Program Development & Written Presentations

- Conceptualize, outline, develop and write proposals, publications and project reports.
- Develop professional learning programs, training modules, and individual presentations for state and district leaders, central administrators, schools and other audiences as needed.
- Collaborate with colleagues to achieve the highest standards of the organization.

QUALIFICATIONS:

- Masters degree required, doctorate preferred.
- Extensive leadership experience within public school systems as a superintendent, principal or senior level administrator focusing on multi-lingual learning.
- Extensive program management experience.
- Expertise in designing, developing and implementing professional learning and multi-lingual learning programs.
- Expertise in providing technical assistance and training to develop instructional and school leadership in multiracial settings.
- Demonstrated ability to coordinate multiple activities concurrently.
- Familiarity with recent education reform initiatives in areas of curriculum and instruction, leadership development, social emotional learning, human capital management systems, and evaluation.
- Excellent communication skills, written and oral.
- Demonstrated ability to work collaboratively, and create climates of trust and understanding.
- National travel is required. Relocation to the Boston metropolitan area is not required for candidates who reside in the continental U.S.

APPLICATION PROCESS:

This position is open until filled. Please send resume, cover letter with salary requirements, and two writing samples to: Cathi Leone, Chief Officer, Finance and Management Systems, at cleone@ctacusa.com.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, marital or domestic partner status, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by law.

ORGANIZATION DESCRIPTION:

Community Training and Assistance Center (CTAC) is a national non-profit that partners with schools, districts, states and community organizations to build their capacity for educational innovation and community development. We provide technical assistance, conduct research and evaluation, and inform public policy to drive and support educational innovation and responsive community change. CTAC achieves significant, long-term improvements for our partners to create equitable opportunities and healthy, vibrant communities.

For additional information regarding CTAC, please visit www.ctacusa.com.