

School Leader Lab

Associate Program Director

Washington, DC or Kansas City

ABOUT [SCHOOL LEADER LAB](#) ('SLL')

We are a small and mighty DC-based nonprofit developing school leaders to create and sustain high-quality outcomes for all students. With equity at our core, we support individuals and teams in the three domains of instruction, adult leadership and anti-racism. We do this work through cross-sector cohort programs, school-based engagements and coaching. We fiercely believe in building community among our leaders and developing them through practice-based learning. Our work goes deep in Washington, DC and Kansas City along the entire instructional leader pipeline -- from teacher leader through principal supervisor.

HOW WE WORK

We believe in the power of leadership and the importance of team dynamics - not only do we cultivate that in others, but we are incredibly attentive to it within our own team. This means we prioritize time to build relationships with each other, lean into conflict, and continuously strengthen the health of our team. We bring a unique blend of technical and adaptive approaches to how we develop others. This requires us to be highly collaborative as a team while being able to lead work independently. We are committed to our own growth, reflection and continuous improvement- we seek out feedback frequently from each other and our school leaders and quickly act on it so that we can be trusted partners to our schools. We work in different physical spaces- with instructional leaders in schools (when safe to do so), through virtual and in-person trainings, with each other at a team retreat or in an office setting, and from our home offices.

THE ROLE

We seek a teammate who possesses a strong track record developing school leaders and/or teachers using an anti-racist approach. You will join our talented program team – designing and facilitating professional development, coaching leaders and strengthening schools through capacity building engagements. In this role, you will interact with school leaders who span the PK-12 spectrum, work in charters and district schools, and lead programs reflective of diverse pedagogical models. You will also learn from and collaborate with our phenomenal adjunct faculty including the [Center for Racial Justice in Education](#), [Noble Story Group](#), and [Meristem Group](#) to name a few. We strongly prefer a candidate with school leadership experience in Washington, DC or Kansas City area low income public schools. This full-time role begins by July 2021, reports to the Chief of Program and works closely with the whole team.

ROLE AND RESPONSIBILITIES

Our work is program- / project-based and varies over time. Broadly, the responsibilities of the Associate Director will be:

Professional Development and Alumni Engagement (40%)	1:1 Leader Coaching (30%)	Capacity-building Engagements (15%)	Related Responsibilities (15%)
<p>You will collaborate with the SLL team to:</p> <ul style="list-style-type: none"> design, project manage and facilitate best-in-class professional development in the three domains shared above codify and strengthen existing professional development materials design and lead activities for program alumni 	<ul style="list-style-type: none"> Coach school leaders in person and via video conference on the three domains Develop deep relationships with coachees and their supervisors Use data to collaborate with coachees to set and reach development goals 	<ul style="list-style-type: none"> Collaborate with the SLL team to design, project manage and implement custom engagements for schools Build relationships with school-based client partners and operate with a customer service mindset 	<ul style="list-style-type: none"> Support the implementation of programs and projects through initiatives like grading assessments, creating communications, and recruiting for programs Engage in your own development with our team and adjunct faculty partners in order to lead SLL's work with strength and competence

A few examples of the work you might do:

- *facilitate a high school focused practice exchange comprised of school leaders who are tackling common challenges*
- *design a yearlong scope and sequence, and aligned project management tracker, for a teacher leader cohort exploring anti-racism and emotionally intelligent leadership*
- *serve on the interview committee to select participants for our 18-month [School Leader Cohort](#) program*
- *engage and support our 150+ program alumni by developing and leading article discussions and learning events*

QUALIFICATIONS

You bring these competencies and characteristics

- Equity mindset: Demonstrated commitment to, and comfort with, addressing issues of diversity, equity and inclusiveness across lines of difference
- Shared commitment to our organizational values (see below)
- Deep understanding of adult learning theory and excellent facilitation skills. Demonstrates a proven track record of delivering high-quality, impact-driven professional development and coaching. You are:
 - adept at developing and coaching others
 - effective in managing through influence internally and with external partners through change management
 - highly organized with an ability to lead and manage multiple projects at a time
- A team orientation: Collaborates well and effectively leverages the strengths of others. You have a proven ability to take initiative independently and thrive in a fast-paced start-up environment with on-going change
- Outstanding communication skills, both written and oral with an orientation toward detail
- Personal qualities of initiative, humility, curiosity, vulnerability, resilience and flexibility (we're little and nimble and we hustle)
- Ability to commit to some early morning, evening and weekend work and a willingness to travel (up to 15%)
- Dexterity with Google Suite, MS Office, Zoom, video and managing a complex calendar

Your experience

- An excellent track record as a public school teacher and leader in low-income Black and Brown communities (assistant principal, dean or principal level). Charter school experience preferred.
 - Evidence that your school is in the top 10% of your local district or state
 - Evidence that you had double-digit gains in relation to the statewide or district-wide average gains in the last one to three years (we favor evidence of a trend of student impact over multiple years)
- At least eight years of work experience, Master's degree preferred
 - Professional experience which includes at least three years of experience leading adult learning, training and development

OUR CORE VALUES

- **Equity** We are committed to engaging in equitable practices in our work and the schools and communities we serve. We devote significant time, energy and resources to building our muscle and that of our partners in service of disrupting racial inequity.
- **Integrity.** We hold ourselves to a high bar of excellence and are principled in our approach and interactions with our partners and each other.
- **Partnership.** We believe exceptional leadership requires deep and meaningful collaboration, both with our leaders and among our team. Working together will always yield better results than working alone.



- **Impact.** We are committed to building capacity to improve the results and sustainability of the schools we serve. We use data and feedback to drive our decision making and resource allocation to ensure our programming and organization yield excellent results for our schools.

COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY

At School Leader Lab, we believe that diversity makes us stronger and challenges us to think differently every day. SLL is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

COMPENSATION: We are open to candidates coming from a range of positions and are committed to hiring for impact, rather than a certain set of experiences. The salary range for this role is \$85,000-\$110,000 and we offer a benefits package of medical, dental, vision and life insurance as well as a 401(K), and short-term disability. SLL is closed most federal holidays and provides five weeks of paid leave per year.

TO APPLY: We are actively reviewing applications for this role with a target start in July 2021. For best consideration, please [submit the following by March 15th](#):

- A. Your current resume
- B. A one-page cover letter that answers the following:
 - Why are you interested in this role?
 - What are your top three professional strengths? Please provide an example for each.
 - Share an example of a successful experience that is most analogous to the role of Associate Program Director.
- C. A work sample of a professional development session that you independently planned and have already delivered. Please submit the following:
 - Your planning document
 - The session presentation
 - Any participant-facing materials