



Associate Director

Position	Associate Director, Program – The Broad Residency
Schedule/Status	Full time
Duration	Permanent
Location	Los Angeles, CA
Reports to	Director, The Broad Residency

About the Organization

The Broad Center for the Management of School Systems is a nonprofit organization that recruits, trains and supports talented leaders from across America to transform urban public school systems. For generations, Americans have called public education “the great equalizer.” But in too many places, our school systems are not living up to that promise. Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers' ability to do great work. Driven by the belief in the power of public education and inspired to make a difference, a growing network of experienced leaders and managers are taking on the challenge. The Broad Academy and The Broad Residency in Urban Education prepare these professionals to put their skills and know-how to work making student learning the primary driver of every central office dollar and decision. By targeting resources where they are needed most, efforts of Broad Center alumni are helping improve the learning outcomes and life chances of the students they serve. In public school districts, charter management organizations and even state and federal departments of education, more than 500 members of The Broad Center's alumni network are working with educators, parents and community leaders to help their schools soar. Regardless of the setting, for each one of them, the goal is the same: Make public education systems more effective, more efficient and more equitable so that every student receives a world-class education. For more information, visit our website at www.broadcenter.org.

About the Position

The associate director, program will be responsible for developing professional development sessions and managing a portfolio of supports critical to the development of Broad Residents.

This is an ideal opportunity for someone who believes all children deserve a great public education and has a passion for increasing student achievement for all children across the nation by transforming urban public education systems. Our impact is through people on the front lines and we have a responsibility to provide them the preparation and support they need. This is a difficult mission and requires the dedication of tireless, creative, smart people who enjoy operating in a fast-paced environment. The ideal candidate is a self-motivated over-achiever with strong initiative and high expectations who thrives on a small team as an individual contributor and team member.

The Broad Residency is facing an exciting inflection point. The Residency recently launched its largest cohort of Residents and is looking to continue to grow its

cohorts even further in future years. This growth will present new opportunities to have an even greater impact in the education sector. The associate director will play a critical role in cohort management and in the facilitation of the cohort's learning and development.

This role reports to the director of The Broad Residency. This position is based in Los Angeles, CA and may require limited travel (15-20%) and weekend work (~ 3 weekends/year).

**Responsibilities
Include**

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the job.

- Research, design, develop and ensure delivery of professional development programming, playing a lead role in the management of one of the two concurrent cohorts of Residents;
- Manage independent contractors to develop session content and materials;
- Identify resources required to deliver on programmatic goals and learning outcomes;
- Monitor performance against programmatic goals and learning outcomes;
- Manage the 360-degree feedback process and executive coaching program leveraged to support 100+ Residents and alumni;
- Champion the development of an improved learning management system used to disseminate program materials to Residents;
- Identify opportunities to innovate and improve upon existing programming and supports;
- Collaborate with the other parts of The Broad Residency team such as recruitment, selection and partnerships, and contribute to the broader Broad Center team;
- Other duties as required to ensure The Broad Center achieves its mission.

Qualifications

- A passion and demonstrated commitment to transforming K-12 public education, experience working in a school district, charter management organization, or state department of education a plus;
- Demonstrates a growth mindset and constantly seeks challenges;
- Bachelor's degree required, graduate degree preferred;
- Eight or more years of professional work experience;
- At least two years of experience working within the central office functions of a large urban school district, charter management organization, or state education agency;
- Experience facilitating adult learning and/or training sessions related to leadership development or K-12 education topics;
- Ability to manage multiple projects utilizing strong planning and organizational skills;
- Ability to work collaboratively within and across teams;
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy;

- Continuous improvement orientation; must be able to innovate and constantly think about the program's effectiveness to drive improvement;
- Ability to present to and facilitate discussion in small group (with 30-35 Residents) and whole group settings (with 70+ Residents);
- Excellent written and verbal communication skills;
- Strong interpersonal skills;
- Attention to detail;
- Role may require occasional weekend availability.

Employment is contingent upon a thorough background and reference check. You must be legally entitled to work in the United States.

Compensation

Salary for this position is competitive and commensurate with experience.

**Exempt vs.
Non-Exempt**

Exempt

To Apply

www.broadcenter.org/who-we-are/join-our-team

**An Equal
Opportunity
Employer**

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities. We will only contact applicants chosen for further consideration.

Date Posted

March 2017