



**position available**

**Position** Associate Director, The Broad Academy  
**Schedule/Status** Full-Time  
**Duration** Permanent  
**Location** Los Angeles, CA  
**Reports to** Director, The Broad Academy

**About the Organization** The Broad Center 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 Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers' ability to do great work.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](http://www.broadcenter.org).

**About the Position** This is an ideal opportunity for someone with a passion for increasing student achievement for children all across this nation by transforming urban public education systems. This position reports to the program director on The Broad Academy team and will be responsible for driving the individual leadership growth of Fellows and their systems and teams. The Broad Academy is at an important point in its evolution as we seek to significantly grow the program to further our impact in the communities we serve.

Our mission is to positively impact millions of children by improving K-12 public education. 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 who thrives on a small team as an individual contributor and team member. The Broad Academy runs a two-year fellowship for top-level individuals committed to driving dramatic improvements in urban public education. Our Fellows serve at the highest levels in school systems across

the country, uniquely positioning them to work with the communities they serve to advance unprecedented opportunity for young people.

## **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.

- **Design and implement a systematic approach to creating robust, adaptive individual leadership development plans for senior school system leaders.**
  - Collect and analyze multiple sources of data to inform leadership development priorities for Academy Fellows
  - Develop a system for integrating leadership strengths and opportunities into existing supports - in-person sessions, coaching, action learning projects and on-demand learning
  - Liaise with the partner strategy team, superintendents-in-residence, other TBC staff and individual relationships to develop robust organizational knowledge about Fellow contexts
  - Design and implement new supports, resources and learning opportunities to accelerate Fellow effectiveness
- **Execute high-quality professional development for senior leaders of school systems.**
  - Design and develop session content, including relevant readings and assignments
  - Facilitate professional development modules in session as needed
  - Communicate with and coach cohort members on elements of the program
  - Develop strong relationships with faculty, coaches and guests in order to shape program in response to Fellow needs
  - Identify opportunities to customize or expand curriculum to meet the needs of cohort members and their systems
- **Drive strategic supports for Fellow senior teams and key leaders.** Lead the adaptation of existing curricular materials for external audiences.
  - Iterate on past initiatives to support Fellow senior teams
  - Design and develop new supports and processes to integrate senior team leadership into the Fellow experience.
- **Collaborate across The Broad Center team and network to align insights, resources, services and impact.**
- **Other duties as required to ensure the Center achieves its mission.**

## **Qualifications**

- A passion and demonstrated commitment to transforming K-12 public education
- Experience working in a school district, charter school network or state education agency is preferred
- Eight or more years of professional work experience
- Demonstrates a growth mindset and constantly seeks challenges
- Experience managing complex projects with multiple deadlines and stakeholders
- Interest and ability to conduct, catalog and synthesize research from across sectors and perspectives to develop robust and comprehensive curricular materials
- Excellent written and oral communications skills

- Professional maturity to work credibly with executive-level faculty and participants; possess the political savvy to understand competing forces that create challenges in their roles
- Skilled at developing strong and meaningful relationships
- Ability to impact and influence a range of stakeholders to take action
- Able to assess effectiveness and continuously identify opportunities for innovation or improvement
- Highly efficient and independent while maintaining an ability to work collaboratively within and across teams

This position will require work during the weekends in limited situations.

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.

**Travel**

The role will require 10-15% travel

**Exempt vs. Non-Exempt**

Exempt

**To Apply**

[www.broadcenter.org/who-we-are/join-our-team](http://www.broadcenter.org/who-we-are/join-our-team)

We will only contact applicants chosen for further consideration.

**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.

The Broad Center is committed to providing equal access and opportunities to candidates with legally recognizable disabilities. We will make our best effort to provide reasonable accommodations at every stage of the application process. Disclosing a disability or requesting accommodations is a separate and distinct process from selection and will have no bearing on a candidate's application status. If you need to request an accommodation or have any questions regarding our disability accommodations policy, please send an email to [DAO@broadcenter.org](mailto:DAO@broadcenter.org).

**Date Posted**

October 2017