



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 Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers' ability to do great work.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 school networks and even state education agencies, 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

This is an ideal opportunity for someone with a passion for increasing student achievement by transforming urban public education systems across our nation. The Broad Academy’s mission is to improve K-12 public education by developing senior leaders who lead urban school systems and can positively impact millions of children. 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.

We have a difficult mission which requires the dedication of tireless, creative, smart people who enjoy operating in a fast-paced environment. The ideal candidate is a self-motivated, critical thinker with strong initiative who thrives on a small team as an individual contributor and team member. This position reports to the Director on the Broad Academy team and will be responsible for developing curriculum, supporting programming and implementing and managing systems to drive continuous improvement and innovation of our services.

**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.

Develop and iterate on instructional content used to deliver professional development to senior school system leaders. Play a lead role in creating equity-focused curricula to help produce transformational outcomes at the superintendent level of K-12 school systems

- Research and implement innovations in program design and delivery to accelerate the impact of the Academy experience
- Develop comprehensive programmatic planning tools and monitoring systems to align outcomes, curriculum and assessment
- Manage the current learning management system and champion the development of an improved system used to disseminate program materials to Academy fellows

Execute high-quality professional development for senior leaders of school systems

- Facilitate professional development modules in session as needed
- Communicate with and coach cohort members on elements of the program
- Develop strong relationships with fellows in order to shape program in response to their needs
- Identify opportunities to customize or expand curriculum to meet the needs of cohort members and their systems

Drive greater sector-wide access to core curricular content to impact the field

- Collaborate with teams across the Broad Center to share content and learnings
- Support the dissemination of key materials to external audiences

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
- Demonstrates a growth mindset and constantly seeks challenges
- Eight or more years of professional work experience
- 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
- Able to assess effectiveness and continuously identify opportunities for innovation or improvement
- 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
- 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 We will only contact applicants chosen for further consideration.
An Equal Opportunity Employer	<p>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.</p> <p>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 a need for 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.</p>
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