

Southern California Associate Director of Programs



IMPORTANT DATES & DETAILS

Location | Los Angeles/Pasadena, CA

Post Date | February 21, 2019

Application Deadline | March 21, 2019

Finalists Notified | Mid-April

Decision Announced | April 26, 2019

Start Date | August 1, 2019

Reports To | Southern California Director of Programs

Visit catdc.org for more information!

The California Teacher Development Collaborative is seeking a (.75 FTE) Southern California Associate Director of Programs to increase the organization's impact throughout Southern California. The CATDC is at an exciting time in its history and the Southern California Associate Director of Programs will be an important face of the organization, supporting the Southern California Director of Programs to develop and deliver dynamic programming that aligns with the organization's Mission and Learning Pillars. This is a fantastic opportunity for someone passionate about teaching and learning and committed to the ongoing growth and professional development of adults.

This is a remote position requiring a high level of independence, versatility, and mobility. Applicants should have their own workspace (home office or equivalent), and be able to travel through Los Angeles/Pasadena on a daily basis for workshops and school meetings.

Duties and Responsibilities

Assist the Southern California Program Director with Program Development

- Use experience and knowledge of education and independent schools to help identify program topics, seek out speakers/facilitators, and build workshop curricula
- Take primary responsibility for the development and growth of an online presence in Southern California, including but not limited to investigating and piloting webinars and online learning, using social media to enhance programming, etc.
- Stay up to date with current educational and organizational trends
- Along with the Southern California Director of Programs, develop and sustain connections with schools, teachers, and administrators

In collaboration with the Southern California Program Director, engage in outreach to member schools about the CATDC as an organization, upcoming events, and schools' needs

- Promote two-way communication between the school and the CATDC, ensuring that the school feels valued and recognized by the CATDC
- Visit member schools, meeting with Heads and administrative teams
- Email, call, and visit relevant teachers, faculty, and administrators about upcoming programs
- Engage in direct and individualized outreach by email, phone, and in-person to Southern California educators about upcoming programs
- Respond to member-school requests as needed

OUR MISSION

- ✓ Promote opportunities for development and professional growth
- ✓ Support collaboration between educators and schools
- ✓ Inspire teachers to become leaders



Engage in outreach to non-member schools to help them learn about the CATDC

- Research non-member schools in order to identify and target schools for membership
- Maintain ongoing email communication with key decision makers, teachers, and others at non-member schools
- Support expansion into other regions such as Orange County, San Diego County, or Central California/Santa Barbara

Under the direction of the Southern California Director of Programs, the Southern California Associate Director of Programs will take on responsibility for some of the CATDC programs in the region.

- Work with the Los Angeles Event Coordinator to oversee the coordination and logistics of CATDC programs (space set-up, logistical support before and during workshops, handle facilitator and participant needs)
- Work with facilitators on program/curriculum development, workshop delivery, and post-workshop feedback and revision
- Explore and develop opportunities for networking and collaboration amongst member schools in Southern California

Perform all other duties as they arise!

PILLARS OF LEARNING



LEADERSHIP

Whether you are a classroom teacher, an aspiring leader, or an experienced administrator, our programs provide you with the opportunity to develop key skills and habits of mind to lead effective teams in positive, impactful ways.



SOCIAL & EMOTIONAL

With a focus on fostering joyous, safe, healthy, and supportive school communities, these programs provide tools and strategies to support the emotional well-being of students and adults.



CURRICULUM & PEDAGOGY

Informed by the latest educational research, our programs provide opportunities to improve classroom practices and design coursework that will lead to more engaging and meaningful learning experiences for your students.



EQUITY & INCLUSION

To ensure all students and school stakeholders have the opportunity to learn and thrive in our schools, we offer equity-centered programs that will increase your capacity to create responsive classrooms, inclusive curricula, affinity spaces, and school communities that are supportive of everyone.

Desired Qualifications

- A Bachelor's Degree in education or a related field is required; an advanced degree in such a field is strongly preferred;
- Experience managing all aspects of complex projects;
- A demonstrated understanding of teaching and learning related to K-12 student and adult learners;
- Highly organized, able to work independently and collaboratively, adept at remote/technology-based relationships;
- Able to set and achieve goals without direct supervision;
- Actively engaged and present in the Los Angeles/Pasadena independent school community;
- Well-established connections with school heads, administrators, and faculty at Los Angeles-based independent schools;
- Outstanding communication skills;
- Strong sense of humor;
- Committed to the CATDC Mission and Learning Pillars

Required Qualifications

- Physical ability to lift 25 pounds, carry boxes of supplies and set up and move tables, chairs, etc.
- Clear and valid California Driver's License
- Must be able to travel occasionally and have a reliable insured vehicle

In addition to a supportive, collaborative, and flexible work environment, CATDC staff enjoy a generous compensation and benefits package.

CATDC is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. CATDC prohibits harassment of applicants or employees based on any of these protected categories.

How to Apply

Send the following materials to info@catdc.org by March 21, 2019:

- Cover letter
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you)
- Statement of your philosophy regarding professional development

