

# Northern California Associate Director of Programs



## IMPORTANT DATES & DETAILS

Location | San Francisco, CA

Post Date | February 21, 2019

Application Deadline | March 21, 2019

Finalists Notified | Mid-April

Decision Announced | April 26, 2019

Start Date | July 15, 2019

Reports To | Executive Director

Visit [catdc.org](http://catdc.org) for more information!

The California Teacher Development Collaborative is seeking a full-time Northern California Associate Director of Programs to increase the organization's impact in the Bay Area. The CATDC is at an exciting time in its history and the Northern California Associate Director of Programs will be an important face of the organization, supporting the Executive Director 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.

## Duties and Responsibilities

### **Assist the Executive Director with Program Development**

- Stay up to date with current and emerging trends in education and serve as a thought partner for CATDC programming
- Develop and sustain relationships with teachers and leaders at member schools in order to identify needs and develop programs that are responsive to the local context
- Use experience and knowledge of education and independent schools to seek out speakers/facilitators and build workshop curricula
- Ensure quality of programming by attending workshops, facilitating program evaluation, and, where appropriate, coaching facilitators

### **Engage in outreach to member schools to share information about the CATDC and upcoming events and to assess needs**

- Promote communication between the school and the CATDC, ensuring that the school feels valued and recognized by the organization
- Engage in direct and individualized outreach to Northern California educators about upcoming programs via email, phone, and in-person contact

## 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 and encourage them to join the CATDC

- Research non-member schools in order to identify and target schools for membership and program participation
- Visit non-member schools and maintain ongoing communication with teachers and school leaders

## Coordinate and attend all Northern California events

- Secure location and catering, order supplies and serve as the main point of contact for facilitators, schools, and participants
- Attend workshops to set-up the learning space, troubleshoot tech, oversee catering, and welcome participants
- Help organize travel for facilitators; manage reimbursements and payments
- Engage in other tasks as needed

## Participate in monthly staff meetings and biannual retreats, sometimes involving travel to Southern California

# 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

- Strong understanding of the landscape of Northern California Independent Schools
- Outstanding communication skills, both oral and written
- Multiple years of experience as a classroom teacher
- Curious researcher; thorough knowledge of emerging trends in teaching and learning related to K-12 students and adults
- Experience leading workshops and trainings for faculty and administrators
- Experience coordinating successful events
- Culturally competent and equity-centered in communication, leadership, facilitation, and professional practice
- Highly organized; experience managing all aspects of complex projects
- Highly collaborative and also able to work autonomously
- Tech savvy and adept at remote/technology-based relationships
- Strong relationship builder
- Openness, flexibility, and a sense of humor
- A passion for building community and facilitating adult learning
- Committed to the CATDC Mission and Learning Pillars
- Bachelor's Degree or higher in education or related field from an accredited college or university

## 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.

The 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. The 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](mailto: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

