

## JOB OPPORTUNITY

### *Senior Director of Program Development & Support*

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#### ABOUT US

Partners in School Innovation (“PartnersSI”) was founded in 1993 by Kim Grose, a Rhodes scholar and social justice advocate, and Julien Phillips, a former Peace Corps member and McKinsey & Co. partner. Since then, PartnersSI has worked in over 50 urban public schools and 10 school districts serving nearly 65,000 students in pursuit of our mission: to enable public schools in high-poverty Bay Area communities – serving African American, Latino and English Learner students – to achieve educational equity through school-based reform. We envision a thriving system of urban public schools that fosters the growth of all of its students and eliminates the achievement gap by creating vibrant places to teach, learn and grow with rigorous standards and an unwavering focus on results. PartnersSI has worked tirelessly over the past 16 years to close the achievement gap by transforming chronically low-performing schools into thriving learning environments in the Bay Area. We support children in the primary school years because these years represent a foundational period for students to develop both the proficiency in basic skills and enthusiasm for learning that will lead to future success. We aim for all our students to leave elementary school with a strong foundation of skills and knowledge and a learning disposition that will equip them for success as they progress through school and prepare for college, the workforce and citizenship.

We are seeking a full-time **Senior Director of Program Development & Support** to lead the development, refinement and consistent implementation of our program and delivery model. The Senior Director of Program Development & Support manages the team that develops, refines and ensures consistent delivery of the PartnersSI program and services, prepares staff to deliver the program and codifies our knowledge base for staff use. S/he directly manages the Director of Professional Development & Network Design and the Director of Knowledge & Content Management. The position reports to the Chief Program Officer.

#### MAIN RESPONSIBILITIES

The **Senior Director of Program Development & Support** will be responsible for the following primary functions:

1. **Expanding the PartnersSI knowledge base and developing/refining services provided to schools and districts**
  - a) Managing the development and refinement of our approach to delivering the services described in our Core Service Model (“CSM”), which includes: establishing a strong core instructional program in literacy and language; implementing systems and structures for teacher professional learning; and developing results-oriented leadership
  - b) Balancing required levels of program consistency with appropriate autonomy
  - c) Developing and maintaining clear and inclusive decision-making processes to ensure smooth integration
  - d) Setting and communicating programmatic priorities
  - e) Ensuring that PartnersSI’s work is informed by and building on current practice in education and related fields
  - f) Refining our approach based on recommendations from the Organizational Performance department and our own learning as an organization
2. **Ensuring that program development is tightly aligned to the needs of staff members who directly deliver services to schools and districts**
  - a) Ensuring that the content of staff professional development is focused on staff needs as related to the effective delivery of our core services
  - b) Ensuring that the content of network professional development is consistently aligned with our mission and approach, while appropriately adapted to district context
  - c) Overseeing the production of user-friendly, actionable tools and materials that allow staff to effectively adapt and deliver our services in schools
  - d) Working closely with District Partnership Directors and their school services teams to align professional development, tools and resources, and on-site coaching
3. **Managing a highly effective Program Development & Support Team**

- a) Staffing all positions on Program Development & Support Team, if and when appropriate
- b) Managing team budget
- c) Establishing clear roles and responsibilities for team members aligned with PartnersSI's organizational objectives
- d) Developing and implementing an operational plan for the Program Development & Support Team aimed at clear, measurable goals
- e) Working closely with other members of the Program department to ensure coherence and alignment of approach
- f) Establishing and maintaining a performance culture among team members
- g) Providing timely, useful feedback on performance and developing leadership capacity in team members

## QUALIFICATIONS

### *Required:*

- Commitment to the PartnersSI mission of achieving educational equity for low-income students of color
- Experience designing, implementing and refining a program or initiative while ensuring programmatic consistency
- A deep understanding of at least one of the bodies of research on which our work is based – literacy and language, equity-focused professional learning in schools and districts, organizational change and leadership – combined with a strong desire to apply that knowledge to generate impact
- Demonstrated ability to effectively manage limited resources to support strategic organizational goal attainment
- Exceptional project management – proven ability to manage large projects from inception to completion, on time and on budget
- Systems thinking – thinks critically and creatively about the systems and strategies needed over the long term to achieve goals
- Excellent and adaptable writing skills
- Change management – extensive knowledge of and demonstrated success in leading the systemic improvement of schools and districts to drive significant academic gains for low-income students of color
- A successful track record of managing people of varying experience, skill levels and work styles to achieve results
- Demonstrated success designing, contributing to and/or using a knowledge management system – knowledge management system design/development a big plus
- Strong collaboration skills within a team and with clients – experience interacting w/school district-level administrators is ideal
- Racial and cultural competence – an understanding of the role of racism in the inequities of the public school system and demonstrated effectiveness in working through these inequities
- A high degree of initiative and tenacity; willingness and drive to see a difficult or ambiguous situation through to a satisfactory outcome

### *Preferred:*

- Experience designing and delivering effective professional development for adults
- 7-10 years of progressive educational administrative experience, including school and district leadership
- Middle school teaching and/or administration experience

**COMPENSATION:** Salary commensurate with experience. We also offer a generous benefits package that includes health/dental/vision insurance, vacation and sick leave as well as a 403(b) retirement plan.

**TO APPLY:** Please email a letter of interest, a resume and contact information for three professional references to [jobs@partnersinschools.org](mailto:jobs@partnersinschools.org) and reference "Senior Director of Program Development & Support" in the subject line • Applications will be accepted on a rolling basis. Interviews will be conducted until the position is filled. Position begins late July, 2010 • You may also FAX your application to 415.824.6198. • **NO PHONE CALLS PLEASE.** • **People of color are strongly encouraged to apply.**

**Partners in School Innovation is committed to equal employment opportunity in its hiring and employment practices and policies for all staff members and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, physical ability, marital status or veteran status.**