



JOB ANNOUNCEMENT

Position Title: Senior Associate, National School Reform

Salary: Commensurate with qualifications

Reports to: Executive Director

POSITION SUMMARY:

This is a senior level position, responsible for coordinating and providing intensive, on-site technical assistance to state officials, urban superintendents, cabinets, principals, teachers, parents, school teams, health and human service providers, and/ community members in the participating cities. The position requires exceptional managerial ability and communication skills, knowledge of major education reform initiatives, vision and detail orientation, and skill in building multiracial leadership teams. The position is Boston-based and requires extensive travel.

MAJOR RESPONSIBILITIES:

1. *Training & Technical Assistance*

- Provide on-site technical assistance to state officials, urban school superintendents, cabinets, principals, teachers, parent leaders, school teams and community members to improve school planning, build accountability systems, and strengthen management, professional development and instructional strategies
- Develop and implement training curricula and assistance strategies for school and community leaders
- Maintain both general and project-related relationships with diverse constituencies – boards, cabinets, schools teams, corporate groups and philanthropic organizations
- Develop and implement strategies to influence public policy

2. *Coordination & Management*

- Plan, coordinate and manage specific projects and/or project components, including on-site technical assistance, data collection, and program development
- Serve on and/or lead project teams created around major areas of CTAC involvement
- Communicate present and future work needs and assignments to staff as needed
- Identify field and/or internal challenges and help create and implement resolutions
- Anticipate and identify project requirements in a timely manner
- Maintain detailed project records and prepare regular site reports
- Other duties as assigned by the Executive Director

3. Program Development & Written Presentations

- Conceptualize, outline, develop and write proposals, publications and project reports
- Develop professional development programs (scope and sequence), training modules, and individual presentations for schools, central administrators and other audiences as needed
- Assist colleagues to achieve the highest standards of the organization when representing CTAC

QUALIFICATIONS:

- Masters degree required, doctorate preferred
- Extensive leadership experience within urban public school systems as a superintendent, principal or senior level administrator
- Extensive program management experience
- Expertise in designing, developing and implementing professional development programs
- Expertise in providing technical assistance and training to develop leadership in multiracial, urban settings
- Demonstrated ability to coordinate multiple activities concurrently
- Familiarity with recent education reform initiatives
- Excellent communication skills, written and oral
- Demonstrated ability to create climates of trust and understanding

APPLICATION PROCESS:

This position is open until filled. Please send resume and cover letter with salary requirements to: Cathi Leone, Director, Finance and Management Systems, Community Training & Assistance Center, 30 Winter Street, 7th Floor, Boston, MA 02108.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. Bilingual, minority and women candidates are encouraged to apply.

ORGANIZATION DESCRIPTION:

The Community Training and Assistance Center (CTAC) is a minority-controlled organization with a thirty year record of success in urban communities. CTAC provides technical assistance to school systems, state departments of education, and community-based organizations to improve education, health, and community and neighborhood revitalization in cities and states throughout the country. There are three primary components to this support: on-site technical assistance, research and evaluation services, and public policy support.

CTAC's education-related activities focus on the systemic reform of urban school districts serving diverse and at-risk populations. CTAC's core education initiatives focus on (1) helping districts to conduct and learn from intensive analyses of disaggregated student achievement data, (2) building the capacity at school sites to analyze the conditions that help or hinder student achievement, find their causes, and create and implement improvement plans which address those causes, and (3) helping districts to manage strategically based on the needs and priorities identified at the individual school sites. The Center's Education Division also conducts assessments and provides assistance to state and district-wide initiatives, such as state interventions in underperforming school districts. CTAC's methodologies include using growth models to evaluate the impact of reforms on student achievement. CTAC is a nationally recognized leader in providing technical assistance to districts and unions to link teacher compensation and student learning and in examining the impact of pay-for-performance initiatives.

For additional information regarding CTAC, please visit www.ctacusa.com.