

## JOB ANNOUNCEMENT

**Position Title:** Senior Associate  
Leadership and Professional Development

**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, district and school based staff, parents, and other stakeholders to implement education reform initiatives that strengthen teaching and improve student learning. A major area of responsibility is to conduct professional development audits – identifying and linking best practices, resource expenditures and student achievement results. The Senior Associate will provide on-site assistance to strengthen leadership and professional development, and institutionalize instructional practices that support schools and classrooms. The position requires extensive knowledge and demonstrable experience in leadership and professional development, exceptional managerial ability and communication skills, knowledge of instructional pedagogy and major education reform initiatives, vision, and detail orientation. The position is Boston-based and requires travel.

### MAJOR RESPONSIBILITIES:

#### 1. *Technical Assistance & Capacity Building*

- Provide on-site technical assistance to state officials, urban school superintendents, administrators, boards of education, principals, teachers, parent leaders, school teams and community members to improve school and district planning and performance, build accountability systems, implement educator evaluation and performance-based compensation initiatives, and strengthen leadership, professional development and instructional strategies
- Conduct professional development audits in districts
- Maintain both general and project-related relationships with diverse constituencies – boards, cabinets, schools teams, unions, corporate groups and philanthropic organizations
- Develop and implement strategies to inform 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 principal or senior level administrator in professional development or instruction
- 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 in areas of curriculum and instruction, performance-based compensation, and teacher and administrator evaluation
- 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, 7<sup>th</sup> Floor, Boston, MA 02108, or to [cleone@ctacusa.com](mailto:cleone@ctacusa.com).

*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) has a thirty-three 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 states, districts and unions to link teacher performance to student growth, develop performance-based compensation initiatives, implement educator evaluation systems, and support school and district turnaround efforts.

For additional information regarding CTAC, please visit [www.ctacusa.com](http://www.ctacusa.com).