

JOB ANNOUNCEMENT

POSITION

Senior Associate, School Turnaround

POSITION SUMMARY

This senior level position will provide onsite school turnaround leadership and coordination. Develop and implement an academic program for students, linking practice with research and policy for sustainable results. CTAC is a Lead Turnaround Partner in Virginia and the CTAC Senior Associate will work directly with underperforming schools in Richmond, Virginia. This 12-month position is Virginia based and occasional travel is required.

MAJOR RESPONSIBILITIES

1. Leadership & Professional Development

- Support school leadership and educators in the implementation of division-level initiatives and programs.
- Collaborate with CTAC colleagues to determine what instructional supports are needed to achieve the goals of the school turnaround plan.
- Facilitate ongoing data analysis and reflection, and determine related instructional needs to improve instruction. Systemically analyze why the schools persistently underperform.
- Assist school leadership and educators in integrating highly effective instructional practices into their plans and lessons; conduct classroom observations with a focus on supporting the building leadership.
- Implement the CTAC Standards Bearer Schools (SBS) process.
- Develop and facilitate the implementation of Growth Objectives /Student Learning Objectives; provide key support on understanding standards, measuring learning, planning for the right instructional strategies, and making explicit expectations leading to improved teaching practice.
- Commit to building a climate of collaboration among all constituencies.
- Assist in supporting a welcoming school environment for parents and other stakeholders.
- Build and maintain relationships with diverse constituencies, including State, schools boards, cabinets, schools teams, corporate groups and community organizations.
- Lead and coordinate a plan to further integrate the support of existing and new community partners within the school.
- Provide key human capital support through recruitment planning, partnerships, evaluations, interviews. Prioritize competencies impacting employment decisions, supporting the induction process and mentoring staff.

- Lead and coordinate the integration of school needs with Division supports, existing programs and services, and oversee the day-to-day implementation within the school.
- Coordinate and ensure regular and ongoing communication with the school Division and all partners.
- Maintain confidentiality of all shared data, login and other information in accordance with state, federal and school division requirements.

2. *Coordination & Management*

- Display a command of current educational thinking and research; utilize a variety of tools, including video, data and presentation software.
- Provide recommendations to maximize resources in the areas of people, time, program and budget.
- Coordinate and manage the work of others.
- Coordinate support among internal and external partners.
- Plan, prepare materials and conduct presentations to inspire multiple audiences.
- Identify field and/or internal challenges and help create and implement resolutions.
- Anticipate, identify and communicate project requirements in a timely manner.
- Maintain detailed project records and prepare reports for all constituencies as required, including but not limited to the State, the school division and CTAC.
- Other duties as required.

QUALIFICATIONS

- Master's or doctorate degree preferred.
- Demonstrated excellence in the field of education.
- Leadership experience within urban public school systems as a principal or senior level administrator.
- Outstanding written and oral communication and presentation skills.
- Excellent interpersonal skills.
- Extensive program management experience.
- Strong planning and organizational skills; ability to manage multiple projects concurrently.
- Familiarity with education reform and school turnaround initiatives.
- Skills in building and maintaining collaborative relationships with administrators and with teachers at all levels of experience.
- Knowledge and experience using a variety of assessment tools and analyzing student data.
- Expertise in designing, developing and implementing professional development programs.
- Demonstrated ability to create climates of trust and understanding.
- Demonstrated experience with community-school partnerships and community or parent involvement.

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, or to 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-five 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.