



Job Description: Associate Director of Instructional Leadership April 2019

Company: Washington Alliance for Better Schools (www.wabsalliance.org)

Location: 18560 1st Ave. NE, Shoreline, WA 98155.

Reports to: This position will report to the WABS Director of Instructional Leadership

Salary and FTE: 0.4 to 0.6, 0.5 approximately \$41,500 - \$44,000, DOE

This position is a part-time position, approximately 16 to 24 hours a week. We can be flexible to match up with a part-time school district contract. This position has no health or retirement benefits at this time, but we do offer paid personal time off.

Job Summary

The Associate Director of Instructional Leadership will be responsible for supporting teacher professional development programs, student leadership programs, and family engagement programs within the WABS Instructional Leadership Department. Duties include creating and carrying out quality professional development with K-12 teachers and parents across 11 school districts, program management, program assessment, securing and maintaining partnerships with higher education and industry, and working collaboratively with every department within WABS to meet our overall education goals.

Essential Job Functions:

1. Assist in the implementation of programs managed by the Instructional Leadership Department.
2. Cultivate relationships with K-12 member districts and work within the K-12 system to leverage the impact of WABS programming.
3. Provide professional development to any program within Instructional Leadership.
4. Manage, refine, scale and assess any assigned programs within Instructional Leadership, including managing the program budget.
5. Assist in the development, improvement, and execution of program implementation plans that align with WABS overall education goals.
6. Communicate assigned program success and progress on a monthly basis, or when requested.
7. Assist with WABS program needs outside of the Instructional Leadership department.
8. Build community partnerships and leverage resources with industry, higher education, nonprofits, other community stakeholders in King and Snohomish counties, and statewide.
9. Publicly represent WABS to a broad range of stakeholders.

Other Job Functions:

1. Provide supervision of interns, as applicable.
2. Other duties as assigned.

Qualifications and Characteristics:

Required Education and Experience:

- Bachelor's degree required, master's preferred.
- Experience working in a PreK-20 system in a STEM discipline
- Experience and expertise in effectively working with instructional personnel and other stakeholders, including teachers, district and community leaders.
- Experience working with boards and committees.
- Experience implementing marketing/communications plans that include social media and email marketing.

- An understanding of administering a budget or budgets in an educational setting preferred.
- Experience in developing and facilitating adult learning.
- Knowledge of constructivist pedagogy around student-centered instruction and student engagement in a K-12 classroom.
- Success with building and maintaining community partnerships.
- Show strong organizational, planning, time management and anticipatory skills.
- Be team- and service- oriented, supporting organizational leadership while being a part of and contributing to a broader team.
- Be resourceful and able to deal with new and undefined situations.
- Be able to prioritize among multiple projects and be able to change direction in response to a fluctuating work environment.

Please submit a resume and cover letter describing how you meet these qualifications and characteristics to info@wabsalliance.org