



## **Associate Director, Resident Training The Broad Residency in Urban Education**

### **Background**

The mission of The Broad Center for the Management of School Systems (TBC) is to raise student achievement by recruiting, training and supporting executive leadership talent from across America to become the next generation of urban school district leaders. The Center identifies talented leaders from education, business, the military, nonprofit organizations and government who have the passion, knowledge and skills to take on executive leadership roles in urban education. The Broad Center operates two primary leadership development programs: The Broad Superintendents Academy and The Broad Residency in Urban Education.

The Broad Center is funded by The Broad Foundation ([www.broadfoundation.org](http://www.broadfoundation.org)), an education grant-making organization founded by Eli and Edythe Broad in 1999. More information on The Broad Center and its programs can be found at [www.broadcenter.org](http://www.broadcenter.org).

Created in 2003, **The Broad Residency in Urban Education (TBR)** is an intensive two-year management development program offered to talented early- and mid-career professionals from the private and non-profit sectors. The purpose of the program is to provide an entry point for developing leaders who are not currently working in public education to train and prepare for senior positions in urban school systems throughout the country. Residents are placed directly in large urban school districts, charter management organizations, and state and federal departments of education working for senior leaders. Over the course of the two years, Residents meet together for eight professional development sessions for rigorous study and skill-building activities. When the program ends, Residents are well prepared to assume leadership posts in systems of public schools.

### **Position Summary**

The **Associate Director, Resident Training** will be responsible for coordinating the development and delivery of the professional development programming for The Broad Residency program. He or she will serve as a member of the Residency program team and will report to the Managing Director of The Broad Residency. This position is a full time, salaried exempt position based in Los Angeles, CA and will require up to 20% travel.

### Duties and Responsibilities

- Coordinate the design and delivery of the professional development programming for two concurrent cohorts of 40-50 Residents (total of eight sessions per year).
- Manage the research and creation of professional development session content modules with a focus on K-12 public education management, urban education reform and leadership development.
- Manage independent contractors to develop session content and materials.
- Assist in the identification of potential faculty.
- Work with faculty and presenters to prepare for content facilitation and delivery.
- Facilitate, present and debrief session modules in areas of content expertise.
- Manage process of securing accreditation for the Residency program.
- Manage full-time operations associate with responsibility for program logistics.

- Work with staff at The Broad Center to develop and maintain effective knowledge management systems for curricular materials.
- Work with the TBR and TBC staff to implement appropriate learning content management systems for developing, deploying and re-purposing of curricular materials.
- Maintain ongoing dialogue with Broad Center leadership to assess training and curriculum needs.
- Assist with the program evaluation process including establishing metrics and benchmarks for curriculum and training to monitor and ensure program and Resident success.
- Other duties as necessary to ensure program success.

#### Desired Qualifications

- Five + years of professional work experience, including at least three years in an adult focused professional development or instructional design role.
- Background and/or working knowledge in the content areas of:
  - Urban K-12 education reform, management and operations at the systems level (districts, charter management organizations, state and federal departments of education)
  - Leadership development and skill building
- Significant experience with adult learning and/or continuing education environments.
- Experience developing and facilitating professional development courses and workshops.
- Strong public speaking skills.
- Excellent research, organizational and oral and written communication skills.
- Excellent project management skills.
- Experience in managing consultants, vendors, and full-time employees.
- Experience with online learning management and content management systems (e.g. Schoology, Salesforce).
- Compelling interest and demonstrated commitment to improving K-12 education.
- Masters or other advanced degree in relevant field required.

#### Salary and Benefits

Salary is commensurate with skills and experience. Excellent benefits including health, dental and retirement provisions.

#### **To Apply**

To apply, please email a résumé and *one page letter of interest* to [pcordero@broadcenter.org](mailto:pcordero@broadcenter.org).

We will only contact applicants chosen for further consideration.

Final employment is contingent on a writing sample, demonstration/presentation of an appropriate lesson module and a satisfactory background check.

*The Broad Center engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Center is an equal opportunity employer.*

<p><i>The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.</i></p>
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