



position available

**Position** Associate Director, The Broad Academy  
**Schedule/Status** Full Time, Exempt  
**Duration** Permanent  
**Location** Los Angeles  
**Reports to** Senior Director, The Broad Academy

**Our Why** The Broad Center prepares and supports remarkable, dedicated professionals who create conditions to empower good teachers to do great work so all students can learn and thrive.

For 17 years, The Broad Center has been at the center of our nation’s efforts to provide every student with a world-class public education. At our core, we believe every public school system should be and can be an engine of excellence and equity. America’s students deserve nothing less.

Doing this work requires diverse leadership by team members who share the same belief. This belief is paramount to the team at The Broad Center, and we are inspired to make a difference by creating a growing network of experienced leaders and managers who are rising to this challenge.

Our work will be done when every family in every community can send their child to a great public school that meets that student’s every need. Until then, our team and our alumni network won’t rest.

For more information, visit our website at [www.broadcenter.org](http://www.broadcenter.org).

**What We Do** The Broad Center is a nonprofit organization that recruits, trains and supports talented leaders from across America to transform urban public school systems. Our programs—The Broad Academy and The Broad Residency in Urban Education—prepare these professionals to put their skills and know-how to work and make student learning the primary driver of every central office dollar and decision. In public school districts, charter management organizations and state departments of education, more than 800 members of The Broad Center’s network are working with educators, parents and community leaders to help schools soar. Regardless of the setting, Broad Center alumni are aligned around a common vision: creating the kinds of environments that enable teachers to do great work and students of all backgrounds to learn and thrive.

The associate director will serve on The Broad Academy (TBA) team, which accelerates the impact of leaders in advancing educational excellence and equity on behalf of the students, families and communities they serve. We bring together exceptional, diverse cohorts of fellows and create opportunities for them to learn from and be inspired by experts, veteran educators and each other’s knowledge and experiences about what is possible—for students in our nation’s urban public schools as well as for their own leadership.

The two-year program features five in-person sessions in various locations across the country. Between sessions, participants complete rigorous coursework including robust preparatory activities tied to upcoming session topics and an action learning project that advances equity within each Fellow’s local context.

Our culture and team set us apart; our people are dedicated to driving impact and making a difference every day, and our climate is collaborative and vibrant. Diversity, equity and inclusion are vital to this environment. Our diverse skills, experiences, backgrounds and differing viewpoints lead to stronger ideas and lasting results, and our commitment to the values of equity and inclusion show up in our programs, our partnerships and for our staff.

## What Drives You

This is an ideal opportunity for a leader who is passionate about equity for all students in public education and shares our passion for thoughtful, personalized development of leaders who take on complex, challenging school systems in service of making them work for all students.

You must be a strategic thinker, problem solver and team player committed to developing and supporting a growing network of education leaders. You are obsessed with using data, feedback and other information to drive even more excellence. You'll leverage your analytic skills, hunger to learn about what is possible in education and your excitement to be on a fun and caring team to help accelerate the leadership impact of some of our nation's most exceptional school system leaders.

You will thrive on the chance to create, maintain and leverage savvy systems for managing personalized learning paths, data collection and analytics, and team continuous improvement. You'll love learning with and from leaders as we design opportunities for them to learn with and from each other. You are eager to design and own a strategy for moving a team from good to data-informed, focused and great.

If you want to contribute to a team that is leveling up by being even more relentless about learning what is working and fixing what isn't, then this is the role for you.

## What You'll Own

You will own three main bodies of work: (1) fellow personalized learning content and execution, (2) all things data and impact evaluation, and (3) at times, special projects related to new and innovative initiatives within the TBA program.

More specifically, this will look like:

**Personalized Learning Content and Execution:** The Broad Academy program includes a set of personalized experiences that help leaders grow in targeted and differentiated ways. The associate director is responsible for ensuring that we have a robust suite of resources that is relevant, updated and evolving and that services are matched and delivered in the most efficient and effective ways possible. You will:

- Develop a deep knowledge of K-12 system-level work and system leaders
- Manage a library of on-demand learning modules and ensure content is relevant, balanced and accessible.
  - Research and develop new content modules
  - Adapt existing modules to a new learning management system
  - Find increasingly effective ways to deliver this content.
- Streamline processes for Fellows to learn from each other and other leaders in the space, including facilitating shadow visits to other systems, planning and executing in-session modules such as consultancies and managing individual requests for supports
- Manage Fellow 360s, including execution and analysis of insights

- Own and manage new cohort onboarding processes, including setting up systems and processes, creating and maintaining the project plan and ensuring that team systems are efficient and effective
- Create and lead modules related to personalized learning that Fellows to reflect, share and track progress
- Assess TBA's current approach to personalized learning and engagements beyond session and develop clear recommendations for prioritization, implementation and codifying of processes
- Work with the team to align, prioritize, develop and deploy recommendations in service of Fellow impact

#### **Data collection and impact evaluation**

- Create and own a cycle of evaluation activities and analysis to capture the impact the program is having
- Plan and run session, cohort and project analyses and debriefs
- Develop and maintain a system and source for all data and information. This includes creating a team-facing dashboard that integrates with our Salesforce and LMS platforms, developing the protocols and processes for making meaning of the data and ensuring that all information is broadly available to the team as needed.
- Ensure that feedback and data are integrated into program planning
- Support all other strands of program work with the data and evaluation support needed to ensure impact, including:
  - Develop and own a strategy that leverages the insights and data we collect in service of systems and Fellows
  - Support the TBA Recruitment and Selection team with regular, competency aligned feedback and data to inform profile and selection alignment
- Collaborate with TBC's central Data, Research and Evaluation team to build and align the strategy organizationally.

#### **Content development and special projects**

- Develop and maintain the team's goals dashboard and support the senior director in developing team professional learning.
- Lead development of content for "Plus Ones," colleagues of Fellows who join session throughout the Fellowship.
- Own analysis and research for potential program differentiation or shifts to ensure that we are increasing impact.
- Seek feedback and model a learning lens through actions, interactions across the team and center and with the K-12 public education space.

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

#### **What You'll Need**

The following experiences, skills and characteristics are required:

- A passion and demonstrated commitment to transforming K-12 public education, experience working in a school district, charter management organization, or state department of education a plus
- Commitment to diversity, equity and inclusion with an ability to build trust and respect across lines of difference;
- 6-8+ years of professional work experience
- Strong quantitative and qualitative analytical skills used to connect to big picture and drive strategic thinking

- A track record of designing and maintaining systems to manage complex projects
- Experience with program evaluation or other data analysis design
- Fluency with leveraging Excel, Salesforce or other platforms to inform data-driven decision making
- Strong systems-orientation with an ability to build, maintain and leverage systems for tracking inputs, outputs and impact across multiple program components
- Experience in instructional design and adult learning preferred
- The ability to work in a fast-paced, entrepreneurial, deadline-driven environment often managing multiple tasks and projects simultaneously
- Consistently takes on learning opportunities that accelerate and support personal development; able to learn in a variety of professional development methods
- Demonstrate a growth mindset and constantly seeks challenges
- Highly efficient and independent while maintaining an ability to work collaboratively within and across teams
- Exceptional written and verbal communication skills with senior audience
- Sense of humor preferred, but not required (but highly recommended)
- Ability to travel up to 20% of time, including evenings

Employment is contingent upon a thorough background and reference check. You must be legally entitled to work in the United States.

**What We Offer**

We are pleased to provide full-time permanent team members with:

- Competitive salary, vacation and 401(k) retirement savings plan with a generous employer match
- Employer contributions to medical, dental, vision and life insurance plans
- Pre-tax commuter benefits
- Flexible spending accounts for medical and family care expenses
- Free access to an on-site gym and a steady supply of nutritious snacks in our shared kitchen

**An Equal Opportunity Employer**

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin (including associational and perception-based discrimination based on national origin), age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities.

The Broad Center is committed to providing equal access and opportunities to candidates with legally recognizable disabilities. We will make our best effort to provide reasonable accommodations at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate and distinct process from selection and will have no bearing on a candidate's application status. If you need to request an accommodation or have any questions regarding our disability accommodations policy, please send an email to [DAO@broadcenter.org](mailto:DAO@broadcenter.org).

**Date Posted**

April 2019

**Join Our Team**

As a member of The Broad Center team, you'll work alongside sharp, driven colleagues who have a sense of humor matched with generosity of spirit.

To apply, please visit <https://www.broadcenter.org/about/join-our-team/>

We will only contact applicants chosen for further consideration.