

Director of Transformation
Winooski-Burlington Partnership for Change
Job Description

Employed by: Burlington School District

Reports to: Executive Committee of the Project Steering Committee

Time: 1 FTE grant funded, flexible hours including evening meetings. Annual contract beginning July 1, 2012. Expected to continue through June 30, 2015 pending successful annual performance review. Additional possibility of extension for 2015-2018 depending on performance and renewal of grant funding

Salary: Competitive salary and benefits package.

Job summary:

In December 2011 the Winooski-Burlington Partnership for Change, a collaboration of the Winooski and Burlington School Districts and community partners, was awarded a multi-million dollar, 3 year grant from the Nellie Mae Education Foundation (NMEF) to bring about district level systems change to transform secondary education in Burlington and Winooski. For more information about the Nellie Mae Partnership for Change, see www.partnershipforchangevt.org.

The Director will serve as the CEO for the partnership project and have primary responsibility for its successful implementation related to achievement of goals, utilization of grant funds and human resources, effective data collection and evaluation, and the engagement of and reporting to all project constituents.

A central element of the project is the creation of a new model of stakeholder learning and participation, a "Transformation Academy" – the creative engine driving the design and implementation of a new system of student centered learning. The Director will be responsible for oversight and management of this new model.

The Winooski-Burlington Partnership for Change will be staffed by a Director, Project Manager, five paid Fellows (a combination of local teachers, service providers and community members), with additional support from grant-related technology integration specialists and family school partnership staff.

Key responsibilities:

- Provide overall leadership and oversight for the project.
- Supervise project staff, including the Project Manager and Fellows, and conduct annual evaluations.
- Serve as the primary liaison with the Nellie Mae Education Foundation on systems level and program related matters.

- Coordinate with Project Manager to address NMEF's needs for logistical support for site visits, cross-site meetings, webinars, etc.
- Coordinate the work of the implementation teams to ensure authentic engagement of stakeholders and progress on project development and implementation.
- Coordinate with professional development providers to ensure smooth and reliable access to relevant coursework, expertise, higher education credit for educators and others participating in implementation teams or other key facets of the Transformation Academy.
- Oversee the development and implementation of a comprehensive communications and outreach plan to ensure sustainable stakeholder recruitment and involvement, utilizing the Project Manager as appropriate.
- Oversee the development and implementation of a comprehensive communication and outreach plan to ensure sustainable participation of teachers in fellowships, graduate coursework and credentialing, and alternative career pathways.
- Participate in regularly scheduled meetings with Steering Committee, Executive Committee, fellows and implementation teams' leaders.
- Participate in meetings, as needed, with the administrators, partners and other constituencies to address issues and provide input on activities of the Transformation Academy.
- Plan and support the activities involving outside consultants and visitation to promote effective learning among the implementation teams.
- Work closely with Grants Director, Curriculum Director and district principals to coordinate budgets and services related to teacher learning and implementation teams.
- Oversee Implementation Team budgets, in coordination with Executive Committee, to review and approve within the established budget parameters.
- Develop overall communications strategy for dissemination of best practices for distribution across the districts and wider national and international audiences, utilizing Project Manager as appropriate.

Essential skills needed:

- Demonstrated vision and passion for student-centered learning, including student, teacher, and community involvement in school transformation.
- Demonstrated ability to clearly and confidently articulate a vision for student-centered learning and school transformation.
- Demonstrated organizational and/or major project leadership including responsibility for staff supervision, budget management, data collection and evaluation, and reporting to constituents.
- Significant training and experience in secondary education, educational leadership, and teacher professional development.
- Ability to coordinate collaborative learning and change, including cultivating authentic student voice and involvement, professional learning communities, and participatory action research.

- Self-directed.
- Systems perspective.
- Excellent communications skills with a broad array of stakeholders in education.
- Excellent interpersonal skills, including proven record of supervising others.
- Ability to create and sustain a highly effective team.
- Multi-tasker; excellent time management and organizational skills.
- Tenacity and perseverance.
- Proficient in use of technology.