LAUSD Project Manager, Education Innovation and Research (EIR) Grant

LOCATION: Los Angeles, CA (working virtually/remotely from a home office with school visits)

The Literacy Design Collaborative (LDC) seeks a Project Manager to lead, manage, and coordinate curriculum and professional development implementations in dozens of Los Angeles Unified School District (LAUSD) middle (grades 6-8) schools funded by a U.S. Department of Education (USDOE) Education Innovation and Research (EIR) grant that LDC has been awarded.

This position is remote but based in Los Angeles in a home office, and is available immediately.

Who We Are

The Literacy Design Collaborative (LDC) is a non-profit public charity, a 501(c)(3) made up of a community of educators determined to eliminate achievement gaps by providing all students with the same rigorous, standards-aligned, reading-and-writing assignments and well-aligned and responsive instruction that privileged students receive. LDC also provides professional support to help teachers, schools, and school systems effectively implement these kinds of assignments and instruction to maximize student achievement.

Position Summary

The LAUSD EIR Project Manager, a critical member of the LDC team, will play an integral part in school reform focused on implementing rigorous national Common Core State Standards (NGSS), Next Generation Science Standards (NGSS), and College, Career, and Civic Life (C3) Standards across ELA, Science, and social studies classrooms in middle schools.

The LDC EIR Project Manager will have primary responsibility to ensure that LDC’s three-year federal Education Innovation and Research (EIR) grant is implemented effectively to improve teacher skill and student outcomes in seventy or more LAUSD middle schools. LDC is one of only three organizations in the nation to have been awarded the federal EIR mid-phase grant to take proven LDC literacy strategies, tools, and resources to scale and be independently evaluated. As part of the core LDC senior team, the LDC LAUSD EIR Project Manager will report directly to LDC’s Chief Program Officer and/or Executive Director.

The LDC federal EIR grant will support building the capacity of each individual LAUSD school instructional leadership team (ILT) to drive school wide professional learning communities of practice comprised of science, social studies, and English language arts teachers learning how to effectively implement college-ready, Common Core-aligned standards leveraging LDC’s award-winning CoreTools technology platform. Project management skills will be required to know how to work with schools with multiple pressures while engaged in a continuous improvement cycle every week. Many of these schools and student populations often represent students from historically marginalized communities. Likewise, a deep knowledge of CAASPP common core ELA, Next Generation Science, and College, Career, and Civic Life standards will be necessary to support school wide improvement.

Specific Responsibilities

- Ensure all programmatic activities in the district are effectively implemented including meeting all deadlines and deliverables required by the EIR grant.
- Lead the recruitment of LAUSD schools to join the work, onboard them, and provide general support to them during the course of their EIR-funded LDC implementations.
- Help to establish and implement a system that effectively allows comprehensive analysis of grant activities throughout the organization.
• Ensure that all grant-related documentation (e.g., proposals, letters of intent, progress and final reports) is completed, signed, and submitted in an ethical and timely manner.
• Ensure that schools participating in the work are effectively provided with all curricular and professional development needs to which they are entitled based on participation in the grant-funded work.
• Establish and maintain open and positive working relationships with all stakeholders including, but not limited to, administrators, teachers, union representatives, partners, and the community.
• Employ leadership and communication skills to facilitate the gathering of information pertaining to funding needs, project development, budget projections, and funder compliance.

What You Bring

Ideally, LDC seeks someone who has experience:

• working in or with LAUSD schools, ideally related to curriculum and/or professional development;
• working closely with literacy-related curriculum and/or professional development associated with Common Core State Standards (CCSS), Next Generation Science Standards, and/or College, Career, and Civic Life (C3) standards;
• leveraging excellent interpersonal, organizational, and writing (and other communication) skills within K-12 education settings;
• leveraging advanced PC and/or Mac skills that include creatively solving problems with organizational systems and processes, as well as managing data and sharing information through the use of Google Sheets and other related apps;
• taking initiative and working to meet goals independently with minimum supervision;
• working effectively as a member of a team;
• working to prioritize, work under pressure and meet deadlines;
• working to identify and analyze critical issues and to problem-solve program implementation;
• interfacing with school and district leaders in an effective manner;
• engaging in K-12 education work that pays careful attention to cultural responsiveness and valuing diversity and inclusiveness to ensure that the needs of the communities that LDC serves are met.

What We Offer

For the duration of this role, LDC offers a competitive salary commensurate with experience. Strong benefits include a health plan, dental and vision plans, disability, life insurance, and a 401(k) plan with employer matching. We also offer an inclusive environment, and we strive to ensure staff members receive professional development and experiences to continue moving them forward in their careers.

To Apply

This position is being posted in November 2022, and we encourage you to apply as soon as possible given the urgency of the work associated with it.

Please email a resume and a cover letter to jobs@ldc.org addressing why you are interested in LDC and how your experience has prepared you for this position.

Only candidates who closely fit the qualifications will be contacted for an interview.
The Literacy Design Collaborative (LDC) is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. LDC does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, arrest record, conviction record, or any other personal characteristic protected by applicable law.

Applicants for employment with LDC must have valid work authorization that does not require sponsorship of a visa for employment authorization in the U.S.