

Associate Director, Professional Learning

LOCATION: Virtual/Remote

The Literacy Design Collaborative (LDC) seeks an Associate Director, Professional Learning to lead the creation of new professional learning experiences – via online/asynchronous experiences using LDC’s platform, and via virtual or potentially in-person facilitated experiences – to support K-12 educators in effectively implementing LDC’s “civic literacy” curriculum in a way that is culturally responsive-sustaining and supportive of English Language Learners (ELLs) and other students with additional needs.

This position is fully remote, based in a home office, and is available immediately.

This is potentially a term-limited position discontinued approximately two years from the date of hire as the project is tied to a temporary stream of funding. However, the position could be extended into additional projects arising under new potential sources of funds.

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

This Associate Director, Professional Learning will meet LDC’s goal of providing highly usable and effective professional learning experiences that measurably increase teacher skill to implement LDC’s standards-driven student writing performance tasks and backwards-designed instructional plans (“LDC Modules”) for K-12 Social Studies that are aligned to grade-level literacy and College, Career, and Civic Life (C3) social studies standards. The educator in this role will be tasked with using effective instructional-design principles and adult-learning best practices that increase teacher ability to effectively implement culturally responsive-sustaining instruction to the student populations for whom LDC’s curricular modules are designed. These populations often represent high numbers of students from historically marginalized communities, learners with diverse needs, and students who are English Language Learners (ELLs).

LDC’s curricular modules include:

1. A rigorous, high-quality, standards-aligned performance task in which students produce authentic, discipline-specific writing in response to reading complex, authentic texts.
 - Each task includes an aligned, standards-driven rubric used for scoring the resulting student work and for providing feedback to students.
2. An instructional plan (ranging from one-to-three weeks in length) that aids the teacher in carefully scaffolding the work of the performance task, while also providing formative assessment opportunities.
 - Each instructional plan includes all student handouts and other resources that are needed.

This Associate Director will help lead the work – in collaboration with the LDC Content Team and subject-area expert consultants – to create a model for how LDC’s professional learning experiences can meaningfully and effectively support teachers in incorporating culturally responsive-sustaining best practices, while also supporting ELL students more effectively. This could be via Universal Design for Learning (UDL) or other similar

principles. The educator in this role will sometimes originate the design of these professional learning experiences on their own, but they will also co-manage the work of a set of part-time experts and consultants who contribute key content, providing crucial guidance, quality control, and editing and revision to their work.

This Associate Director will be on a team of eight, reporting directly to the Chief Program Officer. They will also work collaboratively with the team's Director of Curriculum Development, other Associate Directors, and Manager of Program Development.

Specific Responsibilities

- Collaborate with LDC staff and partners to set an evidence-based vision and strategy for professional learning that supports teachers to incorporate culturally responsive-sustaining principles and ELL supports into their implementation of LDC curricular modules that focus on civic literacy education.
- Identify the teachers' professional learning needs and establish goals for professional learning, and use these goals and data that is gathered to refine and improve the professional learning experiences.
- Co-manage the work of a set of part-time curriculum-design consultants who each will develop LDC professional learning content.
- Assist in developing and executing professional learning and coaching necessary for consultants to be effective.
- Track progress with respect to goals, targets, and timelines for these consultants.
- Formatively and summatively review the work of these consultants, providing actionable feedback that results in improvement.
- Revise and edit professional learning content to ensure that it meets LDC's quality standards and the goals of the project, including ensuring that the content effectively supports teachers with culturally responsive-sustaining principles and with best practices for supporting ELL students.
- Meet deadlines for all modules needed for this project.
- Other similar responsibilities as deemed necessary either for this project's needs or to serve other similar organizational goals.

What You Bring

Ideally, LDC seeks someone who has experience:

- developing and/or delivering high-quality professional learning experiences to K-12 teachers via asynchronous online and/or synchronous virtual or in-person pathways;
- in the classroom enacting standards-aligned reading-and-writing assignments and backwards-designed instruction;
- leveraging a strong knowledge of college-and-career-readiness standards, particularly for Reading;
- leveraging a strong knowledge of the C3 Framework for Social Studies;
- developing, implementing, and/or supporting teachers in implementing standards-aligned reading-and-writing assignments and backwards-designed instruction;
- developing and/or implementing culturally-responsive instruction, and/or developing/implementing professional learning experiences relevant to culturally-responsive instruction;
- developing and/or implementing instruction in support of ELL students, and/or developing/implementing professional learning experiences relevant to supporting ELL students;
- quickly learning and acclimating to new and challenging responsibilities;
- project-planning and then executing on a plan to meet time-bound goals while meeting high quality standards;
- managing part-time consultants to achieve organizational goals.

What We Offer

For the duration of this potentially term-limited role, LDC can offer a salary in the range of \$80,000-\$105,000, depending on experience and regional cost-of-labor (the reason for this wide salary range is that LDC is making multiple hires at once, and is therefore willing to consider candidates with *more* experience for this role than expected if a new-hire in another role leads this role to need to take on more advanced responsibilities). Strong benefits currently include a fully-funded 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 October 2023, 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.