

LITERACY DESIGN COLLABORATIVE

Leadership Development Facilitator

LOCATION: New York City/Hybrid

The Literacy Design Collaborative (LDC) seeks a Leadership Development Facilitator to recruit and develop high performing, student-centered, **instructional leadership teams** focused on increasing schoolwide literacy outcomes for ALL children. This position is hybrid, based remotely in a home office 90%, in NYCPS schools 10%, 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

The Leadership Development Facilitator role requires an understanding of school context, high-quality Tier 1 literacy instruction, and a systems-thinking approach to help each ILT move their school as a system to address their problem of practice. LDC defines and provides a yearlong set of ILT development sessions, materials, resources, and processes, freeing the LDF up to implement as opposed to design.

The role is three-pronged:

1. ***The LDF is a relationship-builder*** and the primary point of contact for NYCPS schools regarding all aspects of the program.
2. ***The LDF facilitates an Instructional Leadership Team (ILT) development program for the schools in their caseload*** from August through June. Most sessions occur via zoom.
3. Concurrently, ***the LDF builds the ILT's capacity to support teacher teams*** (or Professional Learning Communities - PLCs) to support schoolwide literacy outcomes at the classroom level.

Additionally, they:

- collaborate with the internal design/implementation team to iterate on the LDC sessions and materials.
- inform the refinement of the future LDC program model by elevating school-based team perspectives to the broader team for strategic consideration.

This position will report directly to the Chief Learning Officer.

Specific Responsibilities

An LDC Leadership Development Facilitator will engage in **Instructional Leadership Team Program Facilitation**, which requires the development of the following understandings and the enactment of the following responsibilities:

- Communicate the Literacy Design Collaborative's ILT Theory of Action that by focusing leaders' attention on what students are being asked to do (the tasks), and by examining the resulting student work, ILTs will make targeted, data-informed instructional decisions that increase literacy outcomes across the school.
- Deeply understand school-based instructional leadership components, including structures for teachers to meet in PLCs, effective observation/feedback systems, improvement cycles, and mindset shifts that support outcomes for ALL students.
- Monitor and surface any challenges jeopardizing the successful implementation of the ILT Process for Systemic Change, including teacher team (PLC) work and LDC module implementation.
- Coach ILTs through sessions and provide in-person coaching and training through LDC Rigor Walks several times a year, end of summer program launch, or other in-person convenings.

An LDC Leadership Development Facilitator will also engage in **Relationship Management**, which requires the enactment of the following:

- Recruit new schools each spring in time for the end of summer program launch and quickly build relationships with those school principals and ILTs.
- Serve as the primary point of contact for NYCPS schools and districts, and manage logistical and technological components of program participation (scheduling, LDC CoreTools support, etc.) through weekly check-ins with school-based leads.
- Facilitate post-session huddles with the principals to reflect on what's working and to compare what the LDF is seeing with what the principal is seeing.

An LDC Leadership Coach will also engage in **Collaboration**, which requires the enactment of the following:

- Support, problem-solve, and provide feedback and thought partnership to internal colleagues, including strategizing on support plans for schools.
- Practice in working through discomfort, exhibiting vulnerability, and questioning assumptions.

What You Bring

The **Ideal Candidate** has rich experience coaching NYCPS school and/or district-level leaders in systems-thinking, adult learning, change management, and instructional excellence (particularly in literacy). This candidate should also understand and feel comfortable with engaging in and supporting continuous improvement cycles.

*The Ideal Candidate is 100% aligned to the **LDC Instructional Mindset Shifts** we are working toward:*

1. Support the whole child. Test scores are not the goal. Agency is. Literacy gets them there.
2. Access to grade-level learning for *all* students. The least engaged are most in need.
3. Task predicts performance. Students rise to meet the expectations we set.
4. Equity for *all* students: A commitment to setting every child up for success.
5. Prioritize continuous learning & improvement. Feedback loops get us better faster.
6. Literacy skills are currency: They are transferable, interdisciplinary, & applicable to the real world.

*The Ideal Candidate also possesses these **Other Key Competencies**:*

- Ready and willing to contribute to a positive work culture
- Reflective and committed to continuous improvement
- Takes ownership of work and can independently move projects forward.
- Able to bounce back when things don't go well
- Strong ability to manage and navigate through ambiguity

*The Ideal Candidate also possesses these **Qualifications**:*

- A Master's Degree or above is preferred.
- Experience with educational technology (either using within a school or working for an educational technology company).
- 8+ years experience in education with at least three years of instructional leadership in coaching, school leadership, district leadership, etc. preferred.
- 2+ years experience in leading change management at schools, with a focus on literacy.
- Proficiency in Google Platforms, including Google Drive, Google Sheets, Google Docs, and Google Slides.
- An ability to travel to participating schools in New York City.

What We Offer

For the duration of this potentially term-limited role, LDC can offer a salary in the range of \$90,000-\$110,000, depending on experience. 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. People from all diverse backgrounds are strongly encouraged to apply.

To Apply

This position is being posted in April 2024, 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.