Program Manager, Deans for Impact
Location: Remote, US

About Deans for Impact (DFI)
DFI supports educator-preparation programs to bring the science of learning into teaching practice; partners with policymakers to ensure pathways into teaching are accessible, practice-based, and focused on instruction; and equips leaders with the tools to address today’s most pressing challenges in educator preparation. Guided by principles of learning science, we aim to help aspiring and early-career teachers create rigorous and inclusive classrooms where all children thrive.

To learn more, visit our website, hear from leaders we have worked with, and read about one of our networks and the policy initiatives we have helped to lead.

Our Values
At DFI, we believe that a great workplace is one where you are inspired by your colleagues and deeply engaged in your work every day. Six core values guide us:

- **Design for inclusivity** – We take deliberate steps to foster inclusivity in everything we do, from hiring to program design to identifying leaders to collaborate with.
- **Be good stewards** – We care deeply about our culture and organizational health, and we expect everyone to positively nurture its growth and evolution.
- **Practice good pedagogy** – We use knowledge of content and how the human mind works to create rigorous learning experiences that foster a sense of belonging, agency, and purpose and we hold ourselves accountable for outcomes.
- **Always seek solutions** – We take a nimble approach to develop solutions to problems, test them, and then iterate based on what we’ve learned.
- **Transform the system** – We see the potential to shift mindsets and everyday practices to counter pervasive historical inequities.
- **Model professionalism** – We model professionalism by seeking out feedback and fostering growth through honesty and humility.

About the role of Program Manager
DFI works closely with teams from educator-preparation programs to redesign learning opportunities for aspiring and early-career teachers. Over the last few years, states and districts have begun to prioritize the use of high-quality instructional materials (HQIM) in PK-12 schools as a way to lighten the load for novice teachers and increase access to grade-level rigor for all students. This is particularly important because according to research students of color are often given less access to rigorous content, reflecting biases teachers hold about what students of color are capable of. DFI has developed, piloted, and begun to scale supports to educator-preparation programs to prepare teachers to identify and use HQIM in literacy and math, and in the process reinforce the important learning science principles centered in the design of the materials.

The Program Manager will focus on designing and delivering in-person and virtual learning sessions and providing individualized coaching to faculty in a network of educator-preparation
programs as they implement new content to better prepare teacher-candidates to identify and use HQIM, with an initial focus in early literacy. The Program Manager will also develop and maintain processes to ensure the smooth operation of the network.

Responsibilities
The Program Manager will be responsible for:

- Designing and facilitating meaningful, rigorous, inclusive learning experiences to support program faculty in building understanding of the identification and use of HQIM, with a focus in early literacy
- Supporting faculty – through ongoing, individualized coaching – to implement content that will support teacher-candidates to use HQIM and examine and reflect on evidence from implementation
- Actively building and sustaining positive, productive relationships with leaders and faculty at educator-preparation programs in the network
- Managing the day-to-day work of the network, including creating and managing a workplan, coordinating communications with network participants, developing structures to share learnings across the network, and collecting and analyzing data to ensure that the network is on track to achieve its goals

About you

We’re looking for someone with expertise in the use of HQIM, particularly in early literacy, and experience designing and leading learning and coaching sessions for adult learners.

We understand that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the key responsibilities and desired qualifications below. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply. We will consider candidates with greater seniority and are open-minded about adjusting the role to match experience level.

- **Experience:**
  - You have at least five years of professional work experience in teaching or teacher preparation, with at least two years of experience designing and leading learning and coaching sessions for adult learners
  - You have a demonstrated interest in and fluency with HQIM, with experience in the use of HQIM to support science-based reading practices
  - If you have worked with teacher-preparation programs or have some experience developing teachers, that’s a plus
  - If you have experience supporting multilingual learners or students with disabilities, that’s a plus

- **Skills and qualities:**
  - You are an effective facilitator and coach of adult learners and have a strong track record of using data and evidence to drive improvement
You can juggle multiple tasks simultaneously, manage time and resources effectively, and deliver high-quality work on time.

You listen carefully, and think about how your history and experiences influence your perceptions.

You take initiative, anticipate challenges, and proactively pursue solutions to problems ranging from the mundane to the complex.

You recognize the connection between historical injustices and present-day inequities in education – and want to work to remedy them.

**Location, Benefits, & Compensation**

DFI is a national remote organization. The Program Manager will work flexibly from a location of their choosing. Occasional travel for programming and team events (estimated to be 10%) is expected.

This is a full-time, salaried position with competitive salary and benefits and a flexible, mission-driven professional environment. DFI's compensation and benefits are intended to support our ability to recruit and retain a diverse and talented team and ensure internal consistency and equity. The salary range for this role is $80-86K. New hires will be offered a salary at the starting point of the range. To ensure that starting compensation decisions are equitable and transparent, DFI does not negotiate starting salaries.

DFI offers a comprehensive benefits package that includes:

- 12 holidays plus a winter break from Dec. 24 - Jan 1.
- 20 PTO days, prorated during a new hire’s first year
- Generous parental, medical, and bereavement leave policies
- Medical, dental, and vision insurance (covered at 90% individual, 70% dependent-only), life insurance, short and long term disability coverage, health and dependent care
- Flexible Spending Accounts
- 401k plan with an automatic 4% employer contribution
- One-time stipend to support employees’ home office set-up and reimbursement of ongoing monthly internet and cell phone use, and
- Dedicated funds for each employee to support professional learning and growth

**Application Process**

There are five stages of our application process which combined take about six to nine weeks from early July to late August to complete. Our process is thorough because we want prospective team members to get to know our team and organizational values as much as we are getting to know who you are as a person and what you will bring to our team.

1. Application review
2. Initial conversation (via phone)
3. Performance task and in-depth panelist interview (via Zoom)
4. Finalist interviews where you'll get to meet more of our team (via Zoom)
5. Reference checks

If you have any questions, please reach out to careers@deansforimpact.org. We will start screening candidates immediately and will continue until we find the right person.

For more information, visit www.deansforimpact.org.

At DFI we believe that diverse perspectives and backgrounds create a rich work environment and enhance our ability to pursue our mission. We hope you will join us as we continue to build an organization where people from all backgrounds are welcomed and all identities are affirmed.

DFI provides equal opportunity in employment without regard to race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.