

LearningWorks Director of Curriculum and Instruction

Since 2000, the LearningWorks mission has been to offer challenging academic enrichment to high-potential middle school students in the Minneapolis Public Schools, over summers and on school-year Saturdays. We also draw talented, diverse high school and college students into education by engaging them in the art of teaching. With a deep commitment to our mission, LW operates with the highest standards of integrity and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families and teachers. This unique partnership between The Blake School and Minneapolis Public Schools is an aspirational vision of what school and learning can be for all students, in a diverse community where “it’s cool to be smart, cool to be you, and cool to care.”

Position Description

LearningWorks is actively seeking a highly motivated and talented Director of Curriculum and Instruction to join our diverse and dedicated team. Collaboration is essential to the success of LearningWorks, and this position works closely with the other LW Directors. The Director of Curriculum and Instruction is primarily responsible for the planning and operational management of the overall academic program, and the recruitment, training and development of our aspiring teacher faculty. As acting Dean of Faculty during summer programming, this Director hires and supervises seasonal staff, tracks metrics of student success, and assists with advancement projects and other initiatives to support the overall institutional success of LearningWorks. This position reports to the LearningWorks Executive Director.

Director of Program and Curriculum Design

- Lead development and execution of day-to-day program logistics, curriculum, teacher development and coaching, calendar and schedules at Saturday school year workshops and 9-week summer program.
- Align year-round curriculum standards to LW student growth goals, MPS content and The Blake School best practices.
- Assess academic performance of each student participant and track growth over time.
- Track, analyze and make programmatic changes in response to student data, use data to gauge effectiveness of curriculum and instruction.
- In partnership with Executive Director, develop and expand pipeline for LearningWorks aspiring teachers to the classroom through partnerships with institutions of higher ed, public district partners, national and local charter school networks, and public and private foundations.

Dean of Faculty

- Lead academically rigorous and culturally relevant faculty training with summer and school year faculty to prepare aspiring young educators.

- Align and develop LearningWorks faculty training to rigorous local and national standards of culturally relevant pedagogy and social emotional learning.
- Ensure teaching fellow positive mindset growth and professional development in skills of urban education throughout the summer and school year.
- Manage and lead a team of part-time licensed mentor teachers in all content areas to develop and evaluate their curricular and instructional support for teaching fellows.

Faculty Recruitment, Hiring and Support

- Manage all processes required to annually recruit, hire, and retain 80+ diverse and talented high school students and college undergraduates and 10 licensed mentor teachers for the School Year Program and the Summer Program.
- Build relationships with high schools and colleges to attract outstanding teacher and mentor candidates whose lived experiences are representative of LearningWorks families.
- Coordinate and maintain strong internal and external partnerships with institutions of higher education, summer faculty housing, building use at Blake, and community organizations.

Alumni Support

- Design curriculum for 9th grade Leadership Academy and 9th-12th grade College Bound Programming.
- Gather qualitative and quantitative data from former faculty to gauge the impact of LearningWorks on their vocational choices.
- Connect faculty to job opportunities after LearningWorks and utilize social media to connect former faculty to each other to build professional networks.

Key Qualifications

- Bachelor's degree required
- 3+ years of classroom teaching and/or education administration experience at the middle or high school level, or equivalent work experience at youth-centered organizations.
- Prior experience with Breakthrough Collaborative, Upward Bound, or similar academic/youth organization preferred.
- Experience mentoring or training pre-service or new teachers; ability to hold others to high standards while also offering support and maintaining positive relationships.
- Demonstrated commitment to equity personally and professionally.
- Strong knowledge or familiarity with the barriers to educational equity and access to higher education
- High degree of initiative and self-direction, demonstrated ability to work with frequently changing priorities.
- A strong sense of purpose and vision for expanding educational opportunities for youth.
- Willingness and ability to work flexible hours, including multiple evenings and Saturdays.
- Access to car helpful for miscellaneous program needs.

Key Skills

- Demonstrated experience motivating and achieving impact across a diverse array of relationships and community background, including middle school students, families, young educators, and school administrators.
- Proven management, organizational, and leadership skills. Demonstrated ability to initiate and follow through on ideas, manage complex projects, and meet deadlines across shifting seasonal priorities.
- Ability to work independently and as part of a team with exceptional initiative and judgment.
- Excellent communicator and poised motivator; able to write, present and speak persuasively to build and empower an effective and diverse team.
- Confidence managing and utilizing student data, Google Apps and various computer systems.
- Creativity, enthusiasm and resilience.

To apply, please submit cover letter and resume to <http://bit.ly/LWCID2019>.

Contact Natalie Owens-Pike, Executive Director of LearningWorks at Blake: A Breakthrough Program at nopike@blakeschool.org or visit www.blakeschool.org/learningworks for more information.