

## NYC-based Coach, Designer &amp; Facilitator

**Overview:**

The Leadership Academy (TLA) is a nationally-recognized 501(c)(3) nonprofit organization with a clear mission: We build the capacity of educational leaders, at every level of the system, to confront inequities and create the conditions necessary for all students to thrive. We support school and district leaders in using an equity lens to implement a vision, build a strong school and district culture, set clear and high expectations, and develop and lead principals and teachers who ensure high-quality instruction and the opportunity for all students to be successful. For us, equity means **that every school and school system is intentionally built to ensure children of every race, ethnicity, language, or other characteristics of their identity, have what they need to achieve academic, social, and emotional success.**

In the last 19 years, we have directly supported more than 10,000 leaders in 240 school systems across 37 states who are transforming the learning of 8 million students.

**Summary:**

The NYC-based Coach, Designer, and Facilitator is a project-specific, one-year role responsible for designing and delivering highly effective culturally responsive professional learning for school and district leaders, and for building the capacity of clients to develop their own context-driven learning initiatives. Individuals in this role support project planning and ensure the quality of delivery in support of the NYC Department of Education's leadership development initiatives. The ideal candidate for this position thrives in a collaborative work environment, possesses a strong commitment to educational equity and professional growth, and is ready, willing, and able to engage in dialogue around race and equity to raise organizational awareness and support the building of a racially equitable culture internally and externally.

**Responsibilities:**

- Serves as a lead practitioner (designer, facilitator, coach) ensuring that curriculum and program development align to the NYC Department of Education's overall purpose and meet their contextual needs
- Plays a significant role in client management including engaging in client interactions on a day-to-day basis and continuously assessing client needs

- Remains current in research and trends and applies that knowledge to the design of the work
- Ensures that the work that is documented and delivered reflects TLA quality, approach, and beliefs
- Facilitates conversations that focus on intersectional identities, particularly those focused on race, ethnicity, language, gender, LGBTQIA+ and/or disability to strengthen the organization and address institutionally racist policies and practices
- Communicates project status to key stakeholders and strategically uses internal resources when developing curriculum and program design
- Leads the planning and management of project workflow including tracking and reporting progress against project plans and provides the status of deliverables, highlighting emerging challenges and opportunities as needed
- Facilitates internal team meetings and participates in a regular feedback loop with all team members

#### **Required Qualifications:**

- Proven success as an education leader and practitioner for a minimum of 3 years with an understanding and track record of culturally responsive leadership practices
- Master's degree in a related field
- Strong andragogical curriculum design and exceptional facilitation skills including providing opportunities for experiential learning experiences that challenge participants within their zone of proximal development
- Experience in or familiarity with leadership coaching, organizational learning, adult development, and systems thinking
- Experience facilitating conversations that focus on intersectional identities, particularly those focused on race, ethnicity, language, gender, LGBTQIA+ and/or disability
- Commitment to producing consistently high-quality work in a fast-paced environment
- Experience managing complex and high-profile relationships
- Exceptional communication and interpersonal skills
- Experience leading a team and managing multiple responsibilities simultaneously
- Experience and comfort in designing and delivering leadership and equity content via an in-person or virtual setting and/or through asynchronous platforms
- Based in the New York City area
- Familiarity with the NYC Department of Education; however, have not been employed by the NYCDOE for at least a year

Additional Skills desired:

- Bilingual in Spanish, Arabic and/or French
- Background in social-emotional learning or restorative practices
- Background in family engagement

### **Salary & Benefits:**

This position is grant-funded and is only guaranteed for one program year. The starting salary range for this position is \$130,000-140,000. The Leadership Academy offers comprehensive benefits including a generous paid time off package and employer-funded health/dental/vision plans.

### **Location**

The Leadership Academy is conveniently headquartered in Long Island City, Queens, New York. This role requires you to live in the New York City area.

### **Application Instructions:**

To apply, please email your resume, cover letter with salary requirements, and all other applicable information to [jobs@leadershipacademy.org](mailto:jobs@leadershipacademy.org) with the job title and your name in the subject line.

We prioritize finding the best candidates, whom we know do not always come from traditional backgrounds. If you are interested in this position but do not meet all the listed qualifications, please still apply. If you have questions about your qualifications, feel free to contact us to discuss your application.

The Leadership Academy is an Equal Opportunity Employer

*We believe that diversity within our staff contributes to our team's effectiveness and our overall success.*