POSITION DESCRIPTION

JOB TITLE:	Associate, Programs (Best In Class)	STATUS:	Exempt
REPORTS TO:	Deputy Director	HOURS:	Full Time
DATE:	September 2020	DEPT:	Educate Texas

Educate Texas Vision

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas (CFT), is an innovative alliance of groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

Educate Texas Mission

Increase postsecondary readiness, access, and success for all students by building partnerships, leading innovation, and scaling practices and policies.

Summary

The Associate supports the Best In Class (BIC) initiative, the joint venture between Commit and Communities Foundation of Texas. This effort is focused on improving the way we attract, prepare, develop, and retain highly effective and diverse educators for our students. Through this work, the Associate will be instrumental in supporting the portfolio of strategies, partnerships, and investments for the BIC work and will be a critical team member in further advancing the overarching BIC vision: *To increase access to **effective and diverse teachers and school leaders** to grow the proportion of students in Texas who are **on track for college and career success.*** Currently, Best In Class Supports 30+ Districts and Partners **(educating 20% of students in Texas)** on District Macro Systems Change and Implementing Initiatives to Greatly Increase Educator Effectiveness and Student Outcomes.

With the growing demand for this work, the Associate will participate in the expansion and development of strategies for our partners and communities across the state. This position is based in Dallas and may include travel across the state as the work grows. It is important to note that Educate Texas is committed to the health of all employees; due to the current nature of Covid-19, employees are able to work remotely and business travel requires supervisor approval until notified otherwise.

For additional information about Best In Class, we invite you to explore our website:
http://bestinclass.org/

Key Responsibilities

- Support Best In Class initiatives by conducting research as well as collaborating with Best In Class team members and partners on best practices and strategies. The associate will primarily be focused on the initiatives centered under the Attract and Prepare pillars, however, there will be opportunities to engage in all aspects of Best In Class.
- Support Best In Class' Attract initiatives that includes establishing and supporting partnerships with local districts, Dallas County Promise, and partner university institutions to increase teacher pipeline candidates
- Support Best In Class' Prepare initiatives, includes establishing and supporting partnerships with educator preparation programs, assisting with working groups
- Lead Best In Class' Teacher survey project to gather feedback for Texas teachers and leaders informing coalition strategy
- Support the synthesis and development of key learning and outcomes for progress monitoring (quarterly and annually)
- Collect and analyze data related to programmatic activities, progress, milestones, and outcomes

- Support the creation of programmatic toolkits that support the Best In Class work, including writing and copy-editing content and building online content/platforms for broad use
- Participate in the design, planning, implementation, and support of activities to achieve programmatic goals and outcomes
- Work collaboratively with internal and external stakeholders to further the success and impact of Best In Class

Organizational Responsibilities
- Provide analysis and support of Best In Class initiatives
- Support implementation of long-term strategy
- Assist in budget management and analysis and development of communication pieces
- Support preparation of reporting

Qualifications
- Bachelor's degree in education, business, public policy, applied social sciences, or related field
- Prior background in Texas public or higher education, national education policy, or non-profit sector preferred
- Understanding and curiosity of the education sector's human capital structure both in public and higher education

Skills & Requirements
- Demonstrated experience in translating data analyses into actionable information, including visual representations that are easily understood by both internal and external stakeholders
- Proficient or advanced skills using PowerPoint, Excel, Word, Outlook
- Highly organized and detail oriented; able to create and manage project plans
- Dedication to continuous improvement and learning, both as an individual and an organization
- Strong interpersonal skills and ability to communicate openly and work collaboratively in a team
- Ability to write clearly about technical topics with precision, accuracy, readability, and editorial correctness across multiple modes; reports, blogs, and/or briefs
- Knowledge of Texas' public education environment and data, preferred
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

If interested, please send your resume, cover letter and salary requirements to careers@cftexas.org.