

## POSITION DESCRIPTION

JOB TITLE:	Deputy Director, Programs	STATUS:	Exempt
REPORTS TO:	Director, Programs	HOURS:	Full Time
DATE:	March 2021	DEPT:	Educate Texas

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### Educate Texas Vision

All Texas students, especially African-American, Latino or economically disadvantaged students, earn a college degree or credential that leads to a living wage and thriving communities.

### Educate Texas Mission

As a trusted change agent, we increase academic achievement and educational equity by leading programs, policy and partnerships.

### Educate Texas Values

Equity, Collaboration, Integrity, Impact, Learning

### **Summary**

The Deputy Director, Programs is responsible for the implementation and support of educational programs undertaken by Educate Texas. This includes continuous monitoring, analysis, documentation, and reporting on the performance of the program to Educate Texas. The Deputy Director, Programs will report to the Director, Programs and work closely with Educate Texas Staff, partner schools, coaches, and philanthropic partners to insure fidelity of implementation of the program. This position is in Dallas and the successful must reside locally or be willing to relocate. Candidates must be willing to travel overnight (both in/out of state) up to 25% of the time.

### **Key Responsibilities**

- Monitor, analyze, document, and report on the growth and performance of the program and its alignment with organizational strategy
- Contributes to the development and implementation of organizational strategy through program activities
- Deliver, document, and record technical assistance provided to schools by partners, coaches, and staff to build capacity for school design, implementation, and reform
- Supports budget oversight related to program activities
- Assists in report and proposal development and writing
- Consult with and support schools in continuous improvement processes centered on development of curriculum, instruction, and general effectiveness
- Develop tools and protocols for the scheduling, support, and management of professional development opportunities (online and site-based)
- Participate in the assessment and evaluation of program components, organizational capacity, and results of related programs
- Develop and maintain effective working relationships within the organization and with partner organizations
- Manages, develops and provides feedback to coaches and team members as needed

### **Organizational Responsibilities**

- Manage and perform day-to-day activities for your area

- Implement strategy developed by supervisors and Educate Texas Leadership and contribute to discussions regarding long-term strategy
- Support budget oversight and maintenance, fundraising efforts, and communication pieces for your area
- Manage and develop individual team members as needed

### **Qualifications**

- Master's degree required, with relevant graduate education preferred
- 5 years of project management experience with significant team and/or client management responsibility
- Experience with curriculum development and school leadership preferred
- Knowledge of secondary and post-secondary education and its infrastructure and regulations in Texas preferred
- Knowledge and understanding of national research on professional development practices
- Candidates must possess a deep understanding of the challenges and barriers faced by marginalized communities, including but not limited to race, ethnicity, class, ability, immigration status, and gender, and experience engaging with and working alongside communities of color

### **Skills & Requirements**

- Ability to clearly articulate the mission and vision of the project
- Team player who can work with partners and participants to support Educate Texas's success
- Creative individual who can work effectively with multiple constituencies and shape solutions that will work for a particular school or community
- Excellent communicator capable of presenting initiatives effectively to partners, participants, and the public
- Excellent problem solving and analytical skills
- Ability to manage colleagues and guide a team through a project plan for assigned area
- Must be able to travel 25% work time
- 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.

*We are working closely with our talent partner, [WorkMonger](#), on this search.*

*To apply, please complete the application at the following link*

*<https://workmonger.com/deputy-director-programs/>*

*and we will be in touch within five (5) days.*

*Please know the application does require a resume and cover letter.*