



Associate Director of Teaching & Learning

Job Description

Job Overview

This position is part of Achieving the Dream's Teaching & Learning team. The incumbent helps guide and accelerate evidence-based change at ATD institutions. Reporting to the Director of Open and Digital Learning, the Associate Director is responsible for managing a range of programs and projects designed to promote teaching and learning excellence at community and technical colleges.

The Associate Director represents ATD in the field and at local and national convenings and is tasked with producing dynamic thought leadership around open and digital learning, faculty engagement, and professional development in order to accelerate and sustain better student outcomes at ATD institutions nationwide. The person in this position serves as a member of the Innovation team and works collaboratively with other departments within ATD to ensure effective communication and collaboration across initiatives.

Duties and Responsibilities

Support the Development of ATD's Teaching & Learning Portfolio (50%)

- Lead the planning and execution of the annual Teaching & Learning Summit.
- Provide onsite and virtual coaching to Network colleges receiving ATD's Teaching and Learning Services.
- Promote ATD's position as a thought leader on teaching & learning in higher education through the publication of blogs, grant-related publications, presentations, in-person and virtual learning events, and partnerships with other organizations in the field.
- Support the development and management of robust tools, trainings, and events for Network colleges and the field.
- Develop, organize, and facilitate sessions on Teaching & Learning at the annual DREAM conference and other ATD events.
- Support the development and maintenance of partnerships with relevant organizations and vendors to further ATD's work in Teaching & Learning.
- Work with other ATD teams to increase alignment and collaboration across ATD's learning initiatives.

Manage ATD's Teaching & Learning Programs (40%)

- Support the management of ATD's *Teaching with OER* grant, and future funded teaching & learning initiatives.
- Work to develop evidence-based resources and tools that support the effective adoption and use of open educational resources and open pedagogy in the community college classroom.
- Coordinate professional and timely feedback to participating colleges throughout the grant period to ensure strong performance.
- Synthesize initiative findings, draft compliance reports for investors, and work with the ATD communications team to share results widely.

- Coordinate the development, scheduling, and delivery of communications (email, social media posts, webinars, etc.) to grantees, grant partners, the ATD Network, and other project stakeholders.
- Schedule and support regular video-and/or tele-conference calls with grantees, funders, and partners.
- Assist in planning and providing on-site support for project-related events, including college site visits and other face-to-face convenings.

Additional Responsibilities (10%)

- Other duties as assigned.

Skills/Qualifications/Experience

- Master's degree required, preferably in field related to education, social sciences, or public policy.
- Minimum five years related experience, with some grants-management work; non-profit experience preferred.
- Understanding of, and experience with, the adoption and use of open educational resources (OER).
- Experience teaching at the college level required; community college teaching experience preferred.
- Demonstrated success leading or supporting education-related initiatives.
- Detail-oriented and organized; able to monitor and execute multiple projects with competing demands.
- Ability to work productively both in team and independent settings; ability to build strong and trusting relationships among ATD colleagues, external partners, and others to achieve buy-in and shared understanding.
- Experience creating and executing on goals and action plans with measurable outcomes.
- Strong oral communication and presentation skills with ability to communicate crucial information up, down and across.
- Ability to write fluidly and for various audiences.
- Exceptional customer service skills and professional demeanor with ability to manage work processes effectively and efficiently.
- Manage stakeholder expectations by clarifying assumptions at the onset of and during a project.
- Must be self-motivated and disciplined with capacity to be highly productive working under pressure and within time constraints.
- Flexibility and a tolerance for ambiguity.
- Microsoft Office skills and familiarity with project management software and mobile devices (iPad and smartphone), Canvas, Salesforce, and Qualtrics.

Competencies

Change Management: Anticipates changing circumstances and engages stakeholders in moving forward with change.

Systems Thinking: Defines the system and one's role in the system. Sees relationships and the dynamic elements of the holistic system and executes work accordingly. Influences the said system. Maps connections to ATD's external landscape.

Learning Orientation: Embraces challenges, new ideas, and different perspectives as an opportunity to learn. Teaches others to foster learning.

Change Agent: Serves as an agent of change at a personal, team, and organizational level to pursue outcomes for students. Adapts as the environment changes, while managing associated risks. Motivates staff, team, organization, and partners to activate the change needed to advance defined priorities.

Collaboration: Acts as a team player who is responsive to others' priorities, processes, and roles. Demonstrates willingness to collaborate, respect, and humility when seeking to understand others and making decisions. Strives to break down silos across programs and levels.

Disciplined Execution: Demonstrated ability to manage work processes effectively and efficiently in order to deliver high-volume, high-quality work.

Effective Communication: Ability to actively listen and thoughtfully question in order to create greater understanding and offer insights that advance problem-solving.

Emotional Intelligence: Demonstrates self-awareness and self-regulation and recognizes impact of personal behavior on others.

Position Details

Position Type:	Full Time, Exempt
Salary Grade:	6
Salary:	\$65,000 - \$80,000 per annum
Reports To:	Director, Open & Digital Learning
Location:	Silver Spring, MD or Portland, OR ATD office.

Level of Travel Required: Moderate/Frequent

Please attach a cover letter along with your resume.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

Equal Opportunity Employer

At Achieving the Dream, Inc. (ATD) we strive to attract, develop and retain highly qualified and diverse individuals. ATD is committed to creating and maintaining a diverse work environment and is proud to be an equal opportunity employer. Employment policies and decisions at ATD are based upon merit, qualifications, performance and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical conditions related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally-protected genetic information, marital status, veteran status or sexual orientation.

December 6, 2019

~ EMPLOYMENT IS CONTINGENT ON A CANDIDATE'S SUCCESSFUL COMPLETION OF A BACKGROUND CHECK ~