



Center for Collaborative Education

Transforming schools for student success

LANALP Associate

JOB DESCRIPTION

The Center for Collaborative Education (CCE) is seeking a qualified candidate to join the District and School Design practice area as an Associate. This is a full-time position in CCE's Los Angeles office that reports directly to the Los Angeles New Administrators Leadership Program (LANALP) Director.

Responsibilities of the LANALP Associate

The LANALP Associate will assist the LANALP team by supporting the work of the program in many ways. The work includes collaboration in planning, coaching, and facilitation, coordinating logistics, preparing communications, documenting and codifying processes, systems and tools, creating and maintaining an online learning platform, thought leadership, and supporting business development needs. The specific tasks for which the LANALP Associate will be responsible include the following:

Coaching and Facilitation

- Collaborate in planning candidates' unit of study and coaches' meetings
 - Agenda preparation
 - Coaching tools, documents and procedures
- Attend and facilitate sessions during in-person unit of study days and coach meeting days
- Collaborate with curriculum director, administrative coordinator and program director with development of units of study including:
 - Assist with small group discussion
 - Facilitate protocols
 - Help develop blended content platform
 - Assist in determining specific needs of candidates and coaches and provide appropriate resources
 - Solicit feedback from the curriculum director, administrative coordinator and program director around associate's coaching with a commitment to improving practice
- Other duties as they arise

Coordinating Logistics, Preparing Communications, and Documenting and Codifying Publications

- Organize site logistics for candidate meetings in coordination with the administrative coordinator
- Prepare weekly communications (Newsletter and other possible documents)
 - Consult with LANALP PMT
 - Assure inclusion of a featured digital resource for candidates and coaches
- Participate in the development of communication around updates to the online learning platform
- Coordinate internal meetings that bring in outside stakeholders (LAUSD, funders, etc.)
- Ensure finalized program documents are appropriately stored in Box
- Capture LANALP experiences (interviews, protocols, units of study sessions, coaching, etc.) on video
- Prepare selection day (and other as needed) materials and participate with the LANALP team in reflective conversations about candidate's feedback and evaluations

- Document and codify the content of the blended component of the curriculum
- Other duties as they arise

Population and Maintenance of the Online Learning Platform

- Research and share best practices in developing online learning (particularly as guides for practitioner-based services and products)
- Upload and maintain Units of Study, resources, and activities in the learning platform
- Participate with the LANALP team in professional development around the use and navigation of learning platforms
- Partner with members of the LANALP team to determine best practices for presentation of unit of study content
- Lead communications with learning platform representatives for platform updates and needs
- Troubleshoot any user challenges with the learning platform
- Other duties as they arise

Thought Leadership

- Represent and promote LANALP’s work at appropriate events (workshops, conferences, etc.) and venues
- Take advantage of local and online learning experiences to advance understanding in theory and practice of school transformation; leadership, instruction, curriculum, and assessment; and adult professional learning
- Other duties as they arise

Business Development

- Produce edited and formalized videos from raw LANALP footage for purposes of promoting, informing public, and providing resources to candidates
- Work with Communications and Marketing Team to keep LANALP information up-to-date on internal and external websites
- Other duties as they arise

Qualifications

The successful candidate for the position of Associate should have the following qualifications:

- Commitment to equity in public education
- Knowledge about and interest in school transformation ensuring social justice, equity and access
- Knowledge of videography and web 2.0 technologies
- Understanding of theory and practice of leadership for school transformation with an emphasis on training school leaders to think systemically and act strategically so that they can empower a leadership team that will significantly impact teaching and learning.
- Knowledge of instruction, curriculum, and assessment; adult professional learning, and blended online learning
- Strong writing, editing, design, and layout skills
- Access to transportation for Units of Study
- Strong communication, analytical and organizational skills



- Ability to multi-task in a dynamic environment and complete projects by deadline
- Proficiency in Microsoft Office, Outlook, Google Docs, and Social Media (such as Twitter and Facebook)
- Bachelors and advanced degrees in education or a related field

Salary

Salary and benefits are competitive.

Application

Interested applicants should send a cover letter and resume to LaMar Brown at lbrown@ccebos.org. This is a full-time position (flexible work schedule possible). This position will remain open until filled.

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace by maintaining a staff that represents the voices of the communities we serve.

Background of the Center for Collaborative Education

CCE's mission is to transform schools to ensure that all students succeed. We partner with educators and leaders to develop strategies, processes, and tools that support our vision of schools that prepare every student to achieve academically and make a positive contribution to a democratic society.

We fulfill this mission in three primary ways:

- Creating, supporting, and sustaining learning environments that are collaborative, democratic, and equitable
- Building capacity within districts and schools to adopt effective practices that promote collaborative, democratic, and equitable learning for students and educators
- Catalyzing systemic change at the state, district, and school levels through policy, research, and advocacy work

