



# Branch Alliance for Educator Diversity

	<b>Branch Alliance for Educator Diversity (BranchED) Professional Development Associate</b>
Organizational Description	<p>More than half of American public-school students are children of color, and only 18% of their teachers are from these same racial and ethnic groups. The Branch Alliance for Educator Diversity (BranchED) was founded in 2017 to support Minority Serving Institutions (HBCUs, HSIs, tribal colleges, and others) to maximize programming and drive innovation in preparing highly-effective educators who reflect and champion the diversity of our nation’s school children. These 253 Minority Serving Institutions comprise 13% of education providers in the United States, but prepare 51% of all Hispanic students earning bachelor’s degrees in education, 51% of Native Hawaiian and Pacific Islander teacher candidates, 38% of African American teacher candidates, and 35% of bachelor’s degrees in education for Native Americans and Asian Americans.</p> <p>BranchED is the first and only non-profit organization in the nation that is dedicated to strengthening and growing educator preparation at MSIs, with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students. BranchED has three goals that guide its work:</p> <ul style="list-style-type: none"> <li>• <b>Empower:</b> working together to strengthen and grow MSI educator preparation programs by providing capacity building support that enhances MSI capabilities</li> <li>• <b>Connect:</b> strengthening relationships among MSIs by building partnerships to spur collaboration and innovation</li> <li>• <b>Advance:</b> amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs</li> </ul>
Position Objective	<p>The Professional Development Associate (PDO) works collaboratively with BranchED team members to design and deliver professional development on various topics related to BranchED’s quality framework. Professional development sessions are provided in a variety of formats including face-to-face on-site and virtually using synchronous and/or asynchronous methods. Instruction is specifically tailored to the strengths and needs of the participants who include faculty and administrators. This may range from providing support on implementing BranchED’s diagnostic tools to enhancing faculty pedagogical practices. The PDO also helps educators analyze data and apply it to instruction, making data driven decisions to identify evidence of implementation successes and challenges. The PDO tracks and submits detailed session planning notes with follow-up next steps, completing all assignments in a timely manner.</p>



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Essential Functions	<p><b>Curriculum Development and Instructional Design</b></p> <ul style="list-style-type: none"><li>• Designs, develops, and implements strategic learning and development programs</li><li>• Researches, creates, and customizes professional-quality professional development materials for face-to-face and online session</li><li>• Develops criteria for evaluating effectiveness of professional development and regularly monitors and reports results to management, along with recommendations for improvement as appropriate.</li><li>• Maintains confidentiality of client, participant, and institutional information</li><li>• Uses creativity and innovation in program development and service delivery</li><li>• Utilizes knowledge of adult learning styles, instructional design, group dynamics, interactive learning methods, quality improvement processes, and group process facilitation to enhance program portfolio</li><li>• Reviews instructional materials from a variety of vendors and chooses appropriate materials based on intended goals and objectives of the sessions</li><li>• Evaluates and updates instructional materials and delivery to keep current with new techniques</li><li>• Develops and maintains contact with professional associations, colleges/universities, and other resource agencies to stay abreast of new instructional approaches and technologies.</li></ul> <p><b>Professional Development Facilitation</b></p> <ul style="list-style-type: none"><li>• Delivers small and large group professional development sessions in an engaging manner to a range of audiences using a variety of instructional approaches and delivery methodologies (face-to-face, online, blended, synchronous, asynchronous).</li><li>• Identifies opportunities to supplement instructor-led professional development with eLearning content.</li><li>• Integrates assessment tools as appropriate into learning and development offerings.</li><li>• Works with the Project Manager and other team members to manage program logistics including meeting space, equipment, supplies, etc. of assigned courses.</li><li>• Partners with team members and other stakeholders to ensure program alignment and cross-functional awareness</li></ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"><li>• Help cultivate an intentional organizational culture representing organizational values</li></ul>
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	<ul style="list-style-type: none"> <li>• Contribute to a high-performing and mission-driven team necessary to support excellent programming</li> <li>• Other duties as assigned</li> </ul>
<p>Education &amp; Experience</p>	<ul style="list-style-type: none"> <li>• Master’s degree required in education, or relevant field</li> <li>• At least 6 years work experience in teaching, teacher preparation, curriculum design, or related field</li> <li>• Experience working in or with MSIs, or a demonstration of extensive knowledge of MSI environments and educator preparation programs</li> <li>• Experience in adult education or professional development</li> <li>• Experience in delivering successful professional development, training, and/or consulting services in an educational environment</li> <li>• Experience and skills in consultative and collaborative leadership with faculty across disciplines</li> <li>• Experience and skills in working with diverse and underserved student populations in higher education</li> <li>• Strong presentation and facilitation skills and previous experience using instructional technology</li> <li>• Excellent written and extraordinary oral communication skills</li> <li>• Excellent organizational skills with the ability to handle multiple tasks simultaneously</li> <li>• Experience working with Microsoft Office 365, audio/video conferencing software, virtual coaching platforms, contact management software, document management software, group calendars, project management software, and other collaboration tools</li> <li>• Experience collecting and analyzing data and documenting project progress</li> </ul>
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> <li>• A passion and commitment to transforming teacher preparation programs in Minority Serving Institutions</li> <li>• Initiative with the ability to anticipate needs and future opportunities</li> <li>• Creative problem-solver with ability to identify and address issues proactively</li> <li>• Committed to equity and diversity</li> <li>• Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done</li> <li>• Ability to cultivate respectful, strategic, and collaborative relationships with people from diverse backgrounds both internally and externally</li> <li>• A positive attitude, high degree of flexibility, curiosity to learn, creativity, dedication, resourcefulness, and energy</li> <li>• Ability to maintain confidentiality of sensitive information</li> <li>• Willingness and ability to travel</li> </ul>



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	<ul style="list-style-type: none"><li>• Self-motivated with the ability to work independently and be proactive, as well as work effectively in a team and across functional groups</li><li>• Must be confident, 100% reliable, energetic with a positive attitude, accept responsibility, and handle pressure well</li></ul>
Compensation	Competitive with skills and experience. The Branch Alliance offers a competitive benefits package.
# of Direct Reports	0
Reports To	Vice President of Strategy
Location	Austin, Texas
Setting	This position operates in a general office setting. Occasional travel and lifting are expected.

## Application Procedure

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically to [talent@educatordiversity.org](mailto:talent@educatordiversity.org). Please include in your email the position for which you are applying. The review of applications will begin immediately and will continue on a rolling basis until the position is filled.

The Branch Alliance for Educator Diversity does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.