



Branch Alliance for Educator Diversity

Branch Alliance for Educator Diversity (BranchED)

Manager of PK-12 Initiatives

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">• Empower: working together to strengthen and grow MSI educator preparation programs by providing capacity building support that enhances MSI capabilities• Connect: strengthening relationships among MSIs by building partnerships to spur collaboration and innovation• Advance: amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs
Position Objective	<p>The Manager of PK-12 Initiatives works collaboratively with BranchED team members. The Manager of PK-12 Initiatives serves under the Associate Vice President (AVP) of Leadership Learning and Activation in planning and administering programs and projects of the Inquiry and Innovation (I²) Center. The Manager of PK-12 Initiatives has expertise and professional background in strategies in working with PK-12 leadership in equity and related professional development learning. The Manager of PK-12 Initiatives is instrumental in supporting the portfolio of strategies, partnerships, and programs for the PK-12 work and will be a critical team member in the organization's PK-12 vision.</p>



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<p>Essential Functions</p>	<p>Project Planning and Implementation</p> <ul style="list-style-type: none"> - Design intentional learning experience that brings campus leaders together to share their knowledge, engage in dialogue, have new experiences, reflect on their own and others' practices - Develop, manage, and execute initiatives by providing thought-partnership, technical assistance, and capacity-building support for PK-12 leaders - Convene and facilitate external and internal meetings with high levels of engagement of leaders that drive towards outcomes for key initiatives and strategies - Utilizes knowledge of PK-12 education and adult learning to design, develop, and implement strategic learning and development programs for campus and district leaders - Plan and execute virtual and face-to-face site visits, communities of practice, convenings, and other stakeholder meetings - Recruit and secure subject matter experts to collaborate in capacity building activities for PK-12 leaders - Schedule and coordinate video conferences, speaking engagements, programs, and meetings - Plan and facilitate walkthroughs and rehearsals of for guest speakers and panelists participating in workshops and convenings, when appropriate - Strategize for contingency planning and schedule project deliverables, milestones, and goals - Organizes materials for and provides draft inputs to written products such as site visit reports, project documentation, project progress reports, and other key materials - Draft and/or edit routine communication: emails, meeting notes/agendas, promotional materials <p>Management and Evaluation</p> <ul style="list-style-type: none"> - Establish a process for continuous improvement through strong evaluation of programs, supports, and services - Collect, enter, and organize data and other information to support project evaluation - Coordinate the arrangement of appointments and meetings, including compilation of briefing and presentation materials, speeches, ground information and documentation - Manage calendar of activities (from recurring stakeholder meetings to stand alone events) to ensure relevant communication and action items are conducted in a timely manner and deadlines are met - Maintain an up-to-date inventory of the projects and support annual verification by checking the accuracy of records for all projects <p>Other</p> <ul style="list-style-type: none"> - Along with BranchED's leadership team, helps develop and contribute to the organizational culture and values - Other duties as assigned
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<p>Education & Experience</p>	<p>Master’s degree required in education, or relevant field</p> <ul style="list-style-type: none"> • At least 5 to 7 years work experience in teaching, teacher preparation, curriculum design, group facilitation, or related field • Experience in designing and facilitating engaging learning experiences for leaders • Experience in PK-12 campus and/or district program and talent development • Strong understanding of PK-12 program and academic monitoring with improvement cycles • Experience in supporting campus diversity, equity, and inclusion and understanding of educational equity initiatives • Experience with assessing and providing guidance on culture and climate development on campuses • Experience in outreach and community building to support student success • Strong presentation and facilitation skills and previous experience in both face-to-face and virtual convening spaces • Excellent written and extraordinary oral communication skills • Excellent organizational skills with the ability to handle multiple tasks simultaneously • Experience working with Microsoft Office 365 including Publisher, audio/video conferencing software, contact management software, document management software, group calendars, project management software, and other design and collaboration tools • Experience collecting and analyzing data and documenting project progress
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • A passion and commitment to transforming teacher preparation programs in Minority Serving Institutions • Initiative with the ability to anticipate needs and future opportunities • Creative problem-solver with ability to identify and address issues proactively • Committed to equity and diversity • Ability to thrive in a fast-paced environment and willingness to ‘roll up sleeves’ to get things done • Ability to cultivate respectful, strategic, and collaborative relationships with people from diverse backgrounds both internally and externally • A positive attitude, high degree of flexibility, curiosity to learn, creativity, dedication, resourcefulness, and energy • Ability to maintain confidentiality of sensitive information • Willingness and ability to travel • Self-motivated with the ability to work independently and be proactive, as well as work effectively in a team and across functional group • Must be confident, 100% reliable, energetic with a positive attitude, accept responsibility, and handle pressure well
<p>Compensation</p>	<p>Competitive with skills and experience. The Branch Alliance offers a competitive benefits package.</p>



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# of Direct Reports	0
Reports To	Associate Vice President of Leadership Learning & Activation
Location	Flexible (remote or Austin based)
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. 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.