



## Manager of Professional Development

We are currently seeking a passionate, skilled and committed individual to join Internationals Network as a **Manager of Professional Development** in the New York area with a potential start date in August 2022.

### WHO WE ARE

Our mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative public secondary schools, while broadening our impact by sharing proven best practices and influencing policy for multilingual learners (MLLs) nationally.

Multilingual learners represent nearly 10% of the US public school population. Across the US, immigrant MLLs graduate high school at among the lowest rates and dropout at among the highest of all student subgroups. Internationals Network for Public Schools is the only school development and support organization that specifically addresses the educational needs of this population. Based on 33 years of experience, Internationals Network has proven methods for tailoring the core principles encompassing instruction, culture, structure, and leadership—to effectively serve this population.

We partner with public schools, districts, community organizations, and others to design, open and support schools and provide professional development and resources to educators.

### WHAT YOU'LL DO

The **Manager of Professional Development** will be responsible for coordinating the organization, development, and delivery of professional development offerings across the Internationals Network. They will help track and manage professional development offerings so that the work remains sustainable and effective for all involved. They will work with school communities to discover and share innovative practices for supporting MLLs and will support in incorporating these innovations into Internationals Network's ever-evolving professional development offerings. A significant area of responsibility includes the management of our major conferences and institutes, including the enlistment and support of school-based facilitators and production of program content. The Manager of Professional Development will also engage in instructional coaching as well as facilitation of workshops and committees. Because the role supports our work nationally, travel is anticipated multiple times throughout the year and will include both in-person and remote work. The Manager of Professional Development will report directly to the Director of Professional Development Services and will work collaboratively with the other members of the program team.

### YOUR SPECIFIC RESPONSIBILITIES INCLUDE:

- Design professional development workshop modules to develop teacher and school capacity around the core principles of the Internationals' Model
- Partner with school leaders of network schools to design year-long Professional Development Plans
- Facilitate working groups to support network schools in sharing and developing best

practices

- Implement and facilitate professional development workshops in schools and conferences
- Instructional coach to support teachers in implementing the core principles of the International Model
- Support teachers in integrating English and native language development in content instruction using collaborative experiential projects across the curriculum
- Employ a repertoire of coaching strategies for adult learners including real-time, side-by-side classroom coaching, co-planning, analysis of student work, and observation and feedback that builds on teachers' strengths and models student learning
- Collaborate in the design and delivery of professional development, committees, and working-groups for teachers and staff from across the Internationals network
- Participate in periodic peer inquiry discussions with other Internationals coaches
- Support the DPDS in development of PD resources and workshops
- Prepare materials and confirm logistics for existing workshops
- Train coaches and PD consultants on workshop materials and resources
- Organize PD materials for coaches (to be able to access resources embedded in the workshop modules)
- Serve as liaison for PD requests from other program staff (DSS, NSD, DR&I) and coordinate spaces and time to design, implement and track PD services
- Curate PD and curriculum resources for sharing
- Facilitate cross-network discussions and exchanges
- Solicit feedback from coaches and school-based personnel to prioritize the development of new workshop modules and resources
- Work with the DPDS and Professional Development Committee to plan and deliver the workshops and professional development program at the Summer Institute and Fall Conference.
- Document and share best PD and instructional practices happening across International High Schools
- Participate in Needs Assessments and School Feedback and Support Processes to provide guidance to schools inside and outside the network around their implementation of the Internationals' Approach and effective practices for MLLs.
- Coordinate with PD Events Manager on tracking PD events and sustaining systems and routines for that process
- Enlist, communicate, and coordinate with school-based facilitators and consultants to build and manage conference programming

## WHAT YOU BRING

Internationals Network is looking for committed, experienced individuals with diverse backgrounds and experiences who are inspired by our mission and are highly motivated to improve educational programs and services for immigrant multilingual learners across the United States. You will be right at home here if you are passionate about issues related to educational equity, school improvement and immigrant learners, are a creative thinker and a team player, and are a great communicator looking to improve your own professional practice by working collaboratively.

## WE EXPECT THE MANAGER OF PROFESSIONAL DEVELOPMENT TO HAVE:

- Understanding of best practices for supporting MLLs
- Experience providing real-time group and individualized professional development, classroom coaching, and high-quality feedback to classroom teachers in all subject areas
- Facilitation experience
- Experience with curriculum development and planning, especially for MLLs and project-based learning
- Strong organization and communication skills
- Creative problem solving
- Ability to manage and balance multiple, large, complex priorities

## EDUCATION AND EXPERIENCE

- A minimum of 3-5 years experience working with MLLs, teachers of MLLs, and/or school and district leaders is preferred.

## SALARY

- Salary range for this position is \$72,000-\$85,000

## BENEFITS

- Health, dental, vision, life and disability insurance, FSA, 401(k) Retirement, and paid time off.

Interested candidates should submit a cover letter and resume via email to [resume@internationalsnetwork.org](mailto:resume@internationalsnetwork.org) NO PHONE CALLS PLEASE.

For more information on Internationals Network for Public Schools, visit our website at [www.internationalsnetwork.org](http://www.internationalsnetwork.org).