



## DIRECTOR OF SCHOOLS SUPPORT (DSS) – DMV REGION

### ABOUT INTERNATIONALS NETWORK FOR PUBLIC SCHOOLS

Internationals Network is a non-profit organization committed to challenging the status quo and ensuring equitable education for recently arrived adolescent multilingual learners (MLLs). With a 20-year history, Internationals Network partners with school teams, leaders, and systems to provide an education that prepares MLLs for college, career, and beyond. The organization's strategic plan for 2024-2029 focuses on enhancing and broadening their impact and building a more equitable and effective MLL ecosystem.

#### *Strategic Plan: 2024-2029*

Internationals Network is embarking on a strategic plan to enhance and broaden our impact over the next five years. The organization will focus on refining offerings, improving support for schools and academies, elevating impact through advocacy and research, and ensuring sustainability and team effectiveness. With a clear vision and plan, we aim to grow our annual budget, increase earned revenue, and secure ongoing philanthropic contributions to support our mission.

Internationals Network invites individuals who share our commitment to join us on this transformative journey. Through innovation, improvement, and strategic planning, we aim to deepen and expand our impact, ensuring that all recent immigrant students who are multilingual learners have access to an equitable education that prepares them for college, career, and beyond. We welcome you to be a part of our journey.

### POSITION OVERVIEW

Internationals Network is currently seeking a passionate, skilled, and committed values-based leader to assume the role of Director of School Support for the DMV Region. This role is pivotal in overseeing grant-funded and fee-for-service initiatives for schools working with Internationals Network for Public Schools in the DC, Maryland, and Virginia region. The Director of School Support will report to the Senior Director of Schools (SDS) and work collaboratively with the program team to ensure high-quality support and services to schools.

#### Key Responsibilities:

#### Program and Organizational Leadership:

- Oversee the "Implement the Model" and "Sustain the Model" programs in the DMV region.
- Plan and facilitate program activities to strengthen communities of practice within and across a network of secondary schools in the region.

- Provide leadership and whole-school coaching to schools and academies in the region.
- Provide guidance and direction to instructional coaches and consultants for effective program implementation.
- Coordinate delivery of contracted services to clients working with Internationals Network, including school leader meetings, coaches meetings, annual leadership retreats, school intervisitations, inquiry-based data collection, strategic planning sessions, and professional development workshops and conferences.

#### Collaboration and Partnerships:

- Partner closely with the Programs team to ensure seamless collaboration between program delivery and content alignment.
- Work collaboratively with regional teams to facilitate network-wide sharing, collaboration, and school support.
- Collaborate with the Advocacy and Advancement team in developing impact performance measurements, management, and regional advocacy.
- Develop and maintain relationships with local CBOs and advocacy organizations to support both school-based work and grow the work of the organization

#### Planning and Budgeting:

- Support the research and securing of government, corporate, and foundation funding in collaboration with the Senior Director of Schools.
- Develop and implement schools-based initiatives aligned with the strategic plan.
- Collaborate with the Finance & Operations team to administer and manage program budgets.

#### Program Assessment and Evaluation:

- Communicate goals, deliverables, and vision of Schools Team to staff.
- Support team in planning to meet contractual and grant deliverables.
- Collaborate effectively with the Advancement and Advocacy team to systematically evaluate schools-based programs, ensuring alignment with the mission and maintaining the quality of Internationals Network programs.
- Accurately collect and report program data and statistics for evaluation.

#### External Responsibilities:

- Collaborate with the Senior Director of Schools and Schools Team to establish plans for increasing the reach of multilingual learners (MLLs).
- Represent Internationals to various stakeholders, managing engagement with potential partners.
- Support the Schools Team in increasing awareness of the organization's mission and initiatives.
- Assist in engagement events and planning.

### Sales and Growth:

- Collaborate with Senior Directors on new inbound sales requests in the region.
- Contribute to the development and refinement of services to build more entry points for school development, supporting the organization's growth goals.

### Impact & Strategy:

- Contribute to the development and execution of the organization's strategic priorities.
- Align strategy and take disciplined action across the organization to pursue a shared vision of impact, aligning programmatic efforts with the organization's mission and vision.
- Partner with the Senior Director of Schools in articulating macro-strategy for stable and sustained funding opportunities.

### Internal Process & Structure:

- Design and implement internal structures promoting good communication, human-centered accountability, and clarity.
- Ensure consistency in aligning micro-activity with the organization's macro-strategy.

### Management:

- Provide ongoing staff leadership opportunities and professional development for staff in the region to support team and individual effectiveness.
- Provide regular meaningful feedback, coaching, and support to direct reports in alignment with Internationals' annual and long-term mission objectives, people plans, and individual developmental needs.
- Ensure appropriate staffing of the Schools team by supporting organization structure, recruitment, selection, onboarding, training, DEI, and retention efforts in collaboration with the Finance and Operations team.

## QUALIFICATIONS

- **Education:** Master's Degree in education, nonprofit management, and/or related field.
- **Experience:** Minimum of 3-5 years of experience working with MLLs, teachers of MLLs, school and district leaders. School and/or district leadership experience preferred.
- **Skills and Attributes:**
  - Demonstrated commitment to improving secondary education for immigrant ELLs, and familiarity with the Internationals Approach to supporting MLLs.
  - Strong project management, program planning, and implementation skills.
  - Ability to position and implement services to schools to achieve the greatest impact.
  - Experience coaching leaders in education settings.
  - Experience with tools and protocols to support structured inquiry and continuous improvement practice.

- Experience and/or ability to market services to districts, schools, & other potential partners.
- Strong interpersonal skills and ability to build relationships on behalf of the organization.
- Ability to work collaboratively with a wide variety of staff members.
- Ability to take feedback and learn from peers and supervisors.
- Ability to communicate effectively and compellingly both orally and in writing.
- Experience planning meetings, conferences, and events of varying sizes.
- Experience with data analysis and Excel modeling skills a plus, or interest in learning a must.
- Contract negotiation experience is a plus.

**Location:** Hybrid; Regular meetings within DC Metro Area and some travel to NYC

**Position Type:** Full-Time

**Reports To:** Senior Director of Schools

#### **BENEFITS AND SALARY**

- The salary range for this role is \$100,000 - \$120,000 per year, depending on prior experience.
- Benefits include health, dental, vision, life, and disability insurance, FSA, 401(k) retirement, and paid time off.

#### **How to Apply:**

Interested candidates should complete this [form](#) and upload their resume and a cover letter outlining their relevant experience and interest in the position **by July 12th**.

Internationals Network is an equal opportunity employer. We encourage candidates from all backgrounds to apply.

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