



Director, The Broad Superintendents Academy **THE BROAD CENTER FOR THE MANAGEMENT OF SCHOOL SYSTEMS**

BACKGROUND

The mission of The Broad Center for the Management of School Systems (www.broadcenter.org) is to raise student achievement by recruiting, training and supporting executive leadership talent from across America to become the next generation of urban school district leaders. The Broad Center (“TBC”) identifies talent from education, business, the military, nonprofit organizations and government who have the passion, knowledge and skills to take on executive roles in urban education. TBC operates two leadership development programs: The Broad Superintendents Academy and The Broad Residency in Urban Education.

Created in 2002, **The Broad Superintendents Academy** is a rigorous, 10-month executive training program designed to prepare the next generation of superintendents of large, urban school districts. The nine classes of Academy Fellows to date have included seasoned leaders from business, education, government, nonprofit organizations and the military. Program participants retain their current full-time employment while attending the Academy for six extended weekend sessions.

Created in 2003, **The Broad Residency** is an intensive two-year management development program offered to talented early- and mid-career professionals from the private and nonprofit sectors. Residents are placed directly in a large urban school district working for the superintendent or a senior, cabinet-level administrator. Over the course of the two years, Residents meet together at eight professional development sessions for rigorous study and skill-building activities.

POSITION SUMMARY

The director will manage all aspects of the design and delivery of The Broad Superintendents Academy’s training program. S/he will report to the managing director of The Broad Superintendents Academy and will collaborate closely with the faculty and program team.

Responsibilities will include, but are not limited to, the following:

Enhance, develop and manage a comprehensive curriculum that prepares Academy Fellows to be successful as superintendents of large, urban school districts.

- Generate session content such as pre-reading materials, webinars, applied learning projects, session agendas and facilitation notes.
- Design an interactive pedagogy that is clear, relevant and engaging and that provides Fellows the opportunity to learn from each others’ experiences.
- Facilitate additional training activities such as study visits with superintendents in urban districts.
- Synthesize Fellow work product for small group presentations, case studies and break out discussions during training sessions.
- Explore and incorporate tangible examples of innovation and best practices of organizations from all industries to enhance curriculum design and session modules.
- Collaborate with the managing director, resident faculty (superintendents in residence) and other members of the team to create metrics, tracking systems and processes that will evaluate the effectiveness, impact and relevance of the curriculum in real time. Leverage feedback to improve curriculum modules in the future.
- Occasionally facilitate, present and lead group discussions.

Manage program training team.

- Identify and manage independent contractors and keynote speakers who can provide unique expertise in core content areas. Help speakers prepare remarks that are aligned with the overall session objectives and customized to the Academy's instructional priorities.
- Coordinate all full-time, part-time and contract faculty, including the superintendents in residence.
- Manage the Academy's operations manager to facilitate session logistics, materials preparation, Fellow communications and database management.

Create frequent, relevant assessments of Fellow performance and support actionable, timely feedback.

- Oversee a performance management system to track each Fellow's learning and achievement including rubrics, frequent and relevant assessments, and reports.
- Communicate expectations and objectives to Fellows.

Leverage session curriculum to extend TBC's knowledge management system.

- Work with staff at TBC to develop and maintain effective knowledge management systems for curriculum materials.
- Create a resource library for major program content areas, including teaching and learning, operational excellence, and stakeholder engagement.

This position is full-time, is based in Los Angeles, Calif., and will require up to 25 percent travel.

The ideal candidate will have the following:

- A demonstrated track record of success with at least eight years of professional experience in relevant fields such as management consulting, organizational development and corporate training.
- Superior project management and organizational skills, including the ability to execute on a number of diverse projects simultaneously while managing details and meeting deadlines.
- Experience managing employees, vendors and consultants.
- Meaningful experience working with senior-level executives at the senior vice president level and above.
- Strong initiative and ability to thrive amidst competing priorities.
- Outstanding critical thinking skills.
- Superb verbal and written communications skills.
- Compelling interpersonal skills and experience delivering services in a high-touch environment.
- Demonstrable interest in improving Pre-K-12 education.
- Undergraduate degree required; advanced degree preferred.
- Ability and willingness to travel.

SALARY AND BENEFITS

Salary is commensurate with skills and experience. Excellent benefits include health, dental and retirement provisions.

TO APPLY

To apply, please email a resume to Marc Terry at mterry@broadcenter.org. All inquiries must be submitted by email. We will acknowledge receipt of your email and will make additional contact with applicants chosen for further consideration.

The Broad Center engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Center is an equal opportunity employer.

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the job.