

Opening for Full-Time Policy Assistant

Organization

The Center for Teaching Quality, Inc. is dedicated to improving America's public schools by cultivating teacher leadership, conducting timely research, and crafting smart education policy that focuses on the needs of 21st century teachers and learners. To learn more about CTQ and its work, please visit www.teachingquality.org.

Position

A fast-paced and forward-thinking group seeks a dynamic individual to join a dedicated team of professionals and make contributions to project efforts related to teacher leadership, the recruitment and retention of teachers in traditionally hard-to-staff schools and making the voice of teachers central to a host of education policy and school reform efforts. We are looking for an individual with excellent computer and communication skills to offer assistance with multiple projects. Existing experience in education and/or knowledge of the culture of schools and districts will contribute to success in this position but is not initially required.

Primary Job Responsibilities

- Planning and organizing meetings of teachers and consultants.
- Completing literature reviews and internet research.
- Compiling and analyzing transcripts of online conversations.
- Creating web-based educational surveys.
- Providing direct support to CTQ program staff including creating and editing documents and presentations, setting up appointments, preparing for conferences, and other duties as assigned.

Required Professional Skills, Expertise, and Interests

- Proficient in Microsoft Office software (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills and attention to detail.
- Strong analytical and research skills.
- Good interpersonal, multi-tasking, organizational and time-management skills.
- Dependable with the ability to work independently as well as on a team.
- Willing to travel occasionally.

- Commitment to improving schools through research, advocacy, and engagement of teacher leaders.
- B.A. in education or related social science field.

Desirable Professional Skills, Expertise, and Interests

- Previous project management software experience.
- Experience in K-12 environment.
- Experience in non-profit environment.
- Experience with web-based survey tools a plus.

Salary

Competitive salary and benefits, commensurate with experience

Application

Send resume by April 30, 2008 to:

Teresa O'Brien-Durn, Director of Finance and Administration
Center for Teaching Quality, Inc.
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Hillsborough, NC 27278

Fax 919.241.1576

Email: todurn@teachingquality.org

No phone calls, please. Position will remain open until filled.

The Center for Teaching Quality, Inc. is an Equal Opportunity Employer.