

## Project Implementation Lead (1.0 FTE)

### Position summary

CTQ serves as a design and implementation partner to K-12 districts, institutions of higher education (IHEs), and other education organizations pursuing educator-led, learner-centered innovations. This position supports partnerships and projects in the implementation stage of work delivery by developing capacity within partnering teams to follow through on new ideas, assess impact, respond to results nimbly, and articulate learning to benefit CTQ's network of partners and the field of P20 education. Internally, the Lead will serve as part of an organizational leadership team charged with creating seamless experiences and supports for our partners.

The position may be based anywhere in the U.S. with occasional travel required to support partners or collaborate with our fully-remote team. Anticipated compensation range for the role is \$85,000-100,000/year plus a generous benefits package that includes employer-paid health insurance, participation in CTQ's retirement plan, paid leave, a home office allowance, and other supports. CTQ is an equal opportunity employer committed to growing its diversity. Candidates who are of color, multilingual, or of immigrant background are especially encouraged to apply.

### Core responsibilities

- Shared responsibility for success of all CTQ partnerships, working as part of a leadership team that guides P20 education organizations through efforts to design, implement, and sustain innovation and improvement;
- Design of protocols, tools, and work structures to support effective work with partners in the implementation phase of pilots or scaled innovation efforts;
- Facilitation of related meetings and continuous improvement efforts, online and in person;
- Definition of clear goals and benchmarks on which project management and impact assessment can be based;
- Impact assessment of ongoing work to support partners in reaching ambitious innovation and improvement goals and to advance internal learning and improvement;
- Contribution to partnership development and communications activities related to innovation implementation efforts;
- Coaching and consultancy for partners as needed to build their capacity to lead future innovation and improvement work sustainably;
- Support and coaching of consultants engaged in implementation phase work to ensure alignment with CTQ approaches, values, and partnership ethos; and
- Other duties as assigned.

## Critical success factors

- Deep knowledge of continuous improvement practices, personalized professional learning, leadership team development, and other strategies for design and implementation of innovation in P20 education;
- Strong facilitation and coaching skills that seamlessly connect virtual and in-person experiences with an effective blend of synchronous and asynchronous supports;
- Skillful relationship and project management that blends fidelity to partnership and project goals with flexibility in reaching them, and balances attention to both details and vision;
- Proactive, clear, and professional communication with colleagues, partners in a range of P20 settings, funders, Board members, and other parties;
- Ability to serve as an effective ambassador for CTQ's work, partnerships, and values;
- Willingness to operate internally as both a leader and a contributor of a team based on expertise and the demands of the work to be accomplished;
- Ability to operate with a high degree of transparency, give and receive feedback candidly, turn feedback into action, and use successes and challenges to contribute to team and organizational learning; and
- Commitment to align work with values of collective leadership, diverse engagement, equity, and inclusion and contribute to a healthy organizational culture.

### To apply

Please forward a cover letter, resume, and relevant work or writing samples to Ann Verdine Jones at [averdinejones@teachingquality.org](mailto:averdinejones@teachingquality.org). We regret we are unable to respond to inquiries by phone. Candidates should anticipate participation in two rounds of interviews if they advance in the process, which will offer an opportunity to meet a number of our team members.

