

Project Implementation Support (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 role supports a range of activities across partnerships and projects, including initiatives focused on school improvement, collective leadership development, personalized professional learning and other areas of our organizational practice.

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 \$65,000-80,000 annually 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

- Co-facilitation of meetings and continuous improvement efforts, delivered online and in person;
- Collection and management of data to support impact assessment for partners and to advance internal learning and improvement;
- Coordination of micro-credential review and assessment processes that help partners and other educators build internal capacity for leadership and innovation;
- 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;
- Support to the Board of Directors and staff to facilitate meetings and online collaborations that support organizational governance and advance strategy; and
- Other duties as assigned.

Critical success factors

- Knowledge of continuous improvement practices, personalized professional learning, and other strategies for design and implementation of innovation in P20 education;
- Facilitation and coaching skills that seamlessly connect virtual and in-person experiences with an effective blend of synchronous and asynchronous supports;
- Proactive, clear, and professional communication with colleagues, partners in a range of P20 settings, funders, Board members, and other parties;
- 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 Kerri Rohr at krohr@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.

