

DIRECTOR of PROFESSIONAL LEARNING

REPORTS TO:	VICE PRESIDENT of PROGRAM DEVELOPMENT
PRIMARY LOCATION:	METAIRIE OR BATON ROUGE
POSITION TYPE:	FULL TIME, EXEMPT
<i>Be sure to consult The Center's Organizational Structure & Description</i>	

Summary

Reporting to the Vice President of Program Development, the Director of Professional Learning serves as a key leadership team member and an active participant in making strategic, program decisions affecting The Center for Literacy & Learning. The position will be a part of the management team that drives the overall strategy for the organization and represents The Center on a local, regional, and national basis. In partnership with the Vice President of Program Development, this position provides leadership for all program areas including contract and grant services. The Director of Professional Learning will manage a team of Literacy & Learning Specialists in early childhood and K-12 with a focus on delivering a wealth of expert-level content for external consumption. The Director of Professional Learning will also design and implement a comprehensive plan for delivering key programming that promotes inclusion and diversity among staff, stakeholders, and those we ultimately serve – students.

Position Responsibilities & Core Functions

- Schedules and manages all professional learning opportunities according to the scope of work
- Ensures collaboration for thorough data collection and reporting
- Hire, train and be a motivating mentor to staff
- Lead team and organization in building professional development delivery and product knowledge
- Set priorities, develop strategic work plans, and manage risks for all program delivery
- Ensure the team meets service deadlines and drives toward successful outcomes
- Develop and implement strategies that will maximize the synergies among program areas
- Develop and implement a system to evaluate skill, expertise, and professional development needs of area staff
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards
- Ensure ongoing programmatic excellence
- Collaborate with program areas to include client success, content and training, and online/e-learning
- Demonstrate consistent quality of program systems
- Recommend timelines and resources needed to achieve the program goals
- Work with staff to develop systems to ensure consistent, high-quality project management
- Develop and lead specific strategies to develop, promote, and secure fee-for-service opportunities with current and potential clients
- Manage strategic efforts and communications with community partners, stakeholders, and staff
- Coordinate strategy, with recommendations, for The Center to consider a long-term plan to engage with and support parents, family, caretakers, and the community at large
- Work in partnership with the Data and Evaluation staff to develop program evaluation efforts, from design to implementation to provide evaluative information and statistics for consumption by the media and general public
- Coordinate all strategic efforts with appropriate staff including, but not limited to, members of the Leadership team
- Fully comply with board-approved policies and corresponding procedures
- Provide leadership and guidance, while promoting a positive work culture, to assigned staff and with all members of The Center team
- Provide and/or lead other services and priorities of The Center as directed by the President and/or CEO

- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by programs
- Work closely and collaboratively with the senior management team to integrate cross-programmatic activities and functions

Qualifications

- Experience mentoring, coaching, or managing others
- Experience designing and delivering professional learning workshops
- Understanding of school and district infrastructure
- Ability to work in a fast-paced environment maintaining positive attitude in stressful situations
- Solution-minded and detail-oriented; always looking for ways to improve efficiency, communication and the customer experience
- Ability to follow through on assigned tasks and projects with minimal supervision
- Strong, professional written and verbal communication skills
- Ability to work through multiple projects simultaneously
- Astute problem-solving skills
- Emotional intelligence and interpersonal skills
- Track record of effectively leading a performance-based and outcome-based program and staff
- Proven successful team building and development
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives
- Ability to work effectively in collaboration with diverse groups of people
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for The Center's mission and commitment to working collaboratively with a management team of senior professionals
- Solid judgment and confident leadership skills
- Ability to manage a variety of constituencies, manage multiple tasks simultaneously, and thrive in a complex environment with multiple priorities
- Strategic mindset, confident decision-making and problem-solving skills

Physical Demands/Requirements

- Flexible work hours depending on operational and programmatic needs, with most falling during the standard workday. Evening and weekend hours may also be required.
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
- Minor travel in-state (Louisiana) and out-of-state may be necessary

Environmental Conditions

- Spend time both in the office and in the field
- Must have reliable, insured private transportation
- Must pass extensive criminal background check