



Director, Education Programs (Beyond High School) Position Description

About the Organization

Pivot Learning is a nonprofit organization of K-12 education experts working shoulder-to-shoulder with districts, schools, and state-level policymakers to address the biggest challenges they face. We partner with education leaders at all levels and provide them with the knowledge, skills and support proven to strengthen educational systems and transform teaching and learning.

About the Position

We are currently seeking a Director to help drive and accelerate our Beyond High School (BHS) initiative which focuses on transforming our public schools to ensure that all students are prepared for college and career. Our approach focuses on working closely with schools and communities to reimagine schools and create learning environments where both students and adults flourish. Key aspects of Beyond High School include equity-focused school design (Linked Learning and User-Centered Design), and adult development.

Linked Learning is a successful approach to education based on the idea that students work harder and dream bigger if their education is relevant to them. The Linked Learning approach integrates rigorous academics that meet college-ready standards with sequenced, high-quality career-technical education, work-based learning, and supports to help students stay on track. For Linked Learning students, education is organized around industry-sector themes. Their chosen industry theme is woven into lessons taught by teachers who collaborate across subject areas with input from working professionals and reinforced by work-based learning with real employers.

Pivot Learning's adult development work focuses on building leadership capacity and effective teams. The goal is to create places where everyone, every day, works on developing themselves, others, and the organization to achieve breakthrough performance and become better versions of themselves.

We are currently seeking a Director to support Pivot's Beyond High School (BHS) initiative and work directly with school and district leaders to reimagine their high schools and build internal capacity to continuously grow and improve. This position would focus on developing, managing, and growing Pivot's BHS portfolio. The Director would work as part of a collaborative team, and in close partnership with the Vice President, Education Programs. The Director will be able to balance coaching and management roles to ensure the effectiveness and growth of the initiative, and would spend about half of their time working directly with the school and district teams. The ideal candidate will also help to establish and maintain long-term relationships with the partner sites and help codify, improve, and expand the BHS work. The ideal candidate would have a background in school leadership, career and college programs, and school design or turnaround.

This is a full-time, Exempt position based in our Oakland, CA offices, reporting to a Vice President, Education Programs. Travel expectations are approximately 20%, which includes a combination of single day trips via car, and overnight trips via plane to visit school sites, attend conferences, and visit prospective clients for portfolio building work.



Position Responsibilities

Key responsibilities of this position include, but are not limited to:

- Serve as the lead for all assigned BHS schools and districts. This will include working at both the site and district level. Aspects of this work include coaching, leadership capacity building, leading the user-centered design process, managing subject matter experts and/or coaches, and serving as the primary point of contact for site and district leaders.
- Build trusting relationships with school and district leaders.
- Provide strategy development by serving as a partner to the Vice President and leadership team to ensure alignment with the organization's strategic plan.
- In partnership with the Vice President, expand the reach and impact of this work through direct business development efforts to increase the number of schools we partner with. Leverage own professional network to identify new partner schools and districts.
- Identify and/or develop resources, including research, tools, webinar, and other capacity building opportunities for BHS clients.
- Support the development, alignment, and codification of Pivot's BHS approach and resources.
- Lead and manage coaching and capacity building in client districts.
- Work with BHS team and coaches to create processes and products that capture the school and districts' capacity and progress towards overall BHS and client goals. Provide relevant professional development and leadership coaching to achieve the project goals.
- Work with the Vice President, Education Programs to manage and develop relationships with other capacity building organizations that provide complementary services or expertise to meet client goals.
- Present at state and national conferences.
- Use a range of technology tools to foster cost-effective and ongoing learning, communication and collaboration among partners.
- Support communications, research, marketing, and business development.

Qualifications

Required Experience, Knowledge and Skills:

- A deep commitment to equity, educational justice, and college and career readiness for all students.
- At least 8 years-experience as an educational leader with a focus on high school innovation and redesign, preferably in low-income communities.
- Superb coaching and facilitation skills, including the capacity to facilitate virtual meetings and other virtual supports successfully.
- A national perspective on school change movement and state and federal education policies.
- Strong project management skills, including the capacity to set priorities and track complicated timelines.
- Excellent written and verbal communication. This involves an ability to translate complex ideas for practical application.
- Strong analytic skills. This includes an ability to conduct needs assessments and support districts or CMOs to set goals, track progress, and make changes to strategy based on data.
- Strong interpersonal skills, including the ability to work with diverse groups and individuals.
- Demonstrated ability to thrive in an entrepreneurial, fast-paced environment.
- Experience with Linked Learning or career pathways.

**Desirable Experience, Knowledge, and Skills:**

- Experience in or knowledge of regional and national education policy, public education reform, and public sector change.
- Ability to work collaboratively and respectfully with people across many diverse roles and communities.
- Committed to continuously learning and growing and supporting others in their personal growth.
- High level of proactivity; acts as a strategic and creative problem solver.
- Systems-thinker who can help clients think strategically about systemic innovations and sustainability.
- Experience managing networks.
- Master's degree or higher.
- Bilingualism is a plus.

Compensation and Benefits

Pivot Learning offers a competitive compensation package, including medical/dental/vision insurance, 403b, vacation leave, sick leave, and 14 paid holidays. Salary is commensurate with experience.

Application

If you would like to apply, please send your resume and a cover letter to resume@pivotlearning.org. Indicate the position title in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position, your salary requirements, and where you heard about this position.