

Middle School Success Network Coordinator Job Posting

Are you interested in helping school leaders be more effective as they support middle school students in being on track and ready for high school success? Are you ready to put your creativity and program development experience to work to design and pilot new programming centered on data use, intervention strategies, and teacher coaching? Then you might be the right candidate to be PAI's Middle School Success Network Coordinator.

Who We Are: Philadelphia Academies, Inc. is a 52-year-old non-profit whose mission is to design and implement industry informed, career-connected learning strategies and school supports that position young people for success in post-secondary education and the workforce. We envision a world where all young people have the skills, resources, and networks to reach their full potential.

Position: Middle School Success Network Coordinator (Full-Time)

The Middle School Success Network Coordinator will work closely with PAI's Senior Program Director to design and pilot a new program aimed at supporting middle school teaching teams in data utilization and intervention strategies to ensure student success. The Middle School Success Network Coordinator is responsible for adapting key lessons learned from PAI's successful 9th Grade Success Network, providing coaching and technical assistance to partner schools in data utilization and intervention planning strategies, and using continuous improvement methods to ensure growth and success. The Middle School Success Network Coordinator reports to the Senior Program Director.

The ideal candidate for this position will have experience in program development/design; have experience working in public schools and coaching/facilitating small groups; be comfortable with Microsoft Excel, tracking and monitoring systems, and data-driven decision making; have strong written and interpersonal communications skills; and have a desire to improve the educational experience of teachers and students in Philadelphia.

Duties and Responsibilities Include:

- In partnership with the Senior Program Director, develop a pilot program, building on learnings from PAI's 9th Grade Success Network and recognized research on 8th Grade Predictors and Middle School best practices.
- Develop and maintain relationships with partner schools, working with administration and teaching teams to garner feedback and insight to inform the pilot program.
- Coach Middle School Teams at 3-4 schools in the School District of Philadelphia on data utilization strategies, effective team meetings, protocols, intervention tracking and monitoring systems, in order to promote student success and readiness for the transition to 9th grade.
- Guide school leaders in looking at data dashboards and analyzing trend data in order to impact their thinking and planning; help leaders translate and communicate relevant data trends to their teams in a succinct way
- Plan and execute professional development sessions and Network-wide Community of Practice meetings for school leaders
- Assist with planning and executing Orientation for new schools, as well as a Summer Summit and Winter Retreat for the full Middle School Network teams.

- Design and manage work plans for each individual school, in collaboration with each school's leadership team
- Engage school leaders in regular reflection, practice analysis, and planning
- Attend all assigned schools' weekly Team meetings and offer support, suggestions, and coaching during and/or after meetings
- Collect "best practices" from schools for Network-wide sharing and help assigned schools integrate best practices from other schools
- Document and track school progress toward their goals, including completing in-depth quarterly reports
- Participation in all PAI signature events and fundraisers.
- Other duties as assigned

Additional Qualifications and Required Skills:

- Bachelor's Degree in a related field, required.
- Demonstrated experience in program development/design and continuous improvement practices
- Experience working in public middle/elementary schools and with teachers/administrators strongly preferred
- Passion for racial equity and commitment to applying an equity lens to all that you do
- Coaching/professional development experience preferred
- Demonstrated ability for public speaking, as well as leading small/large group presentations
- Ability to successfully manage multiple projects and priorities with high level of organization
- Strong interpersonal communication and relationship building skills
- Ability to analyze and respond to problems, and communicate potential solutions in an approachable way
- Able to work well both independently and in a team, with strong collaboration skills

Salary Range: \$55,000-60,000, with full benefits package including but not limited to Health, Life Insurance, Paid Time Off and 401K.

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: clafferty@academiesinc.org.

NOTE: Applicants MUST submit a cover letter with salary requirements to be considered.
Please, NO phone calls and NO walk-ins.