

## Job Description: Assistant Director

### Organizational Overview

SchoolWorks is an educational consulting group whose mission is to build the capacity of educators and educational organizations to advance all aspects of student learning and well-being. We represent a diverse client base including departments of education, school districts, charter school authorizers, charter management organizations, charter schools, district schools, K-12 service providers and foundations, and individual practitioners.

### Role Overview

The Massachusetts Department of Elementary and Secondary Education's Statewide System of Supports (SSoS) provides supports to districts with one or more schools categorized as requiring focused or targeted assistance, as defined by the Massachusetts Accountability System. Two Regional Assistance Teams serve the West/Central and Coastal areas of the state to support identified districts. These teams provide an array of supports including, but not limited to, development and implementation of improvement plans, direct support, networking, identification of resources, and partnering.

### Role Responsibilities

- Collaborate with the SSoS Regional Director to develop and implement strategic plans for equitable deployment and coordination of SSoS team resources.
- Balance accountability and assistance in all interactions with district and school leaders by maintaining a focus on equity, specifically racial equity.
- Engage with district and school leaders to ensure input from a diverse group of stakeholders is included in the creation and implementation of sustainable improvement efforts.
- Strengthen the capacity of the SSoS team to provide high quality supports to districts and schools.
- Direct SSoS assistance leads in maintaining a focus on equitable learning opportunities and outcomes for students especially those students who have been historically marginalized.
- Foster an environment of professional learning, inclusion, collaboration and teaming within the regional team and across SSoS.
- Promote equitable access to exceptional learning opportunities through the process of sustainable improvement planning and implementation.
- Collaborate with ESE staff from other departments to support districts.

### Competencies

The exceptional candidate will excel in the following competencies:

**Instructional Leadership: Uses deep mastery of curriculum, instruction, and assessment to ensure all students engage in learning that demonstrates high academic achievement and growth**

- **DEMONSTRATES INSTRUCTIONAL LEADERSHIP:** Demonstrates expertise in curriculum, instructional methods, and assessments used to achieve consistently strong academic outcomes for all students
- **OBSERVES, ASSESSES, & SUPPORTS:** Regularly conducts formal and informal school and classroom observations, alongside district and school leaders, of a cross-section of classrooms to assess the quality of instructional

practices across the school and provides targeted feedback that develops instructional leaders to improve school-wide and district-wide outcomes

- **ESTABLISHES HIGH EXPECTATIONS:** Establishes a culture of high expectations and data-driven instruction by using relevant data and external resources to make school and district-wide decisions regarding curriculum, instruction, assessment, and professional development that leads to increased student outcomes
- **CREATES PLANNING STRUCTURES:** Partners with district and school leaders to review current structures and serves as a thought partner to brainstorm improvements. This may include creating planning structures and time for all instructional leaders to collaborate on school and district-wide, high-impact instructional strategies; ensuring leaders and teachers use individual and team planning time to create standards-based unit plans, daily lesson plans, and assessments aligned to the Massachusetts Curriculum Framework

**Personal Leadership: Demonstrates the growth mindset, self-awareness, adaptability, and resourcefulness to inspire and achieve vision and goals**

- **ADAPTS AND SUPPORTS PERSONAL LEADERSHIP:** Adapts personal leadership style to motivate, influence, and persuade others; seeks out teachable moments to support others to do the same
- **CONSIDERS DIVERSE PERSPECTIVES:** Seeks to understand the needs and motivations of leaders, teachers, students, and families and applies that knowledge when making decisions and adjusting long term plans
- **APPLIES GROWTH MINDSET:** Applies a growth mindset to personal growth and development by actively seeking feedback; taking responsibility for behavior, mistakes, and results; and changing behavior/actions to become a more effective leader
- **INNOVATES:** Values, encourages, and uses creative and innovative ideas to support school and district-level plans
- **DEMONSTRATES INTEGRITY:** Demonstrates integrity by modeling and teaching high expectations for self and others to achieve ESE, SSoS, district and school-wide visions, goals, and values

**Community and Culture: Understands and builds relationships with stakeholders and establishes an environment that promotes diversity, equity, and inclusivity**

- **SETS RIGOROUS, EQUITABLE EXPECTATIONS:** Defines, articulates, and supports SSoS, district and school leaders to implement rigorous and equitable academic and behavioral expectations, aligned to college and career readiness, for all students
- **BUILDS POSITIVE RELATIONSHIPS:** Establishes and maintains mutually beneficial relationships and partnerships based upon trust, respect, and achievement of the comprehensive school and district plan; proactively builds authentic relationships with ESE and SSoS colleagues, district and school leaders, school staff and community members by prioritizing time for meaningful engagement
- **CELEBRATES SUCCESS:** Works with district and school-level leadership teams to create and implement appropriate structures to celebrate successes, facilitate strategic, positive relationship-building, and recognize the accomplishments of students and staff members
- **COMMUNICATES EFFECTIVELY:** Communicates in a compelling and adaptive manner that builds trust and investment of all stakeholders, promotes collaboration efforts, and welcomes different opinions and ideas even if it leads to conflict
- **ENSURES ACCESS & SUCCESS:** Supports district and school leaders in the creation and implementation of systems that will create an environment in which students, families, and staff from diverse backgrounds and perspectives can thrive

**Vision and Goals: Articulates and implements a short- and long-term vision and strategy to ensure school and student success**

- **INVESTS STAKEHOLDERS IN ESE's, SSoS's, and DISTRICT'S VISIONS:** Invests leaders, teachers, students, families and key external stakeholders in the state's and district's visions, missions, and values
- **DEMONSTRATES HIGH EXPECTATIONS:** Demonstrates high expectations in all settings by establishing goals that challenge leaders, teachers, students, and self to excel
- **ALIGNS STAFF GOALS TO COMPREHENSIVE PLAN:** Aligns individual performance and development goals for regional team members to the Statewide System of Support, creates and uses systems to hold everyone accountable to achieving these goals

**Organizational and Operational Management: Manages the key resources and systems needed to ensure the effective management of school systems and operations**

- **DESIGNS & DELEGATES:** Supports district and school-level leaders to maintain and support highly functioning district/ school-based operations, such that staff members almost always anticipate and eliminate potential barriers to teaching and learning
- **MANAGES RESOURCES:** Leverages ESE resources (e.g., finances, equipment, time, and people) to support the district and school's vision; supports district and school leaders in the identification of current and untapped resources, and appropriately delegates day-to-day operations to designated staff members to ensure continued focus on instruction
- **PRIORITIZES EFFECTIVELY:** Helps district and school leaders to focus on the critical details essential to keeping the district and school running, such as risk management and compliance systems
- **ESTABLISHES TWO-WAY COMMUNICATION:** Supports district and school leaders with establishing a system for gathering ongoing feedback from state, district, and school-level teams about the implementation of operational systems
- **DEMONSTRATES FLEXIBILITY:** Demonstrates flexibility when plans or situations change unexpectedly; effectively adjusts plans to achieve state, district, and school goals by maximizing resources and ensuring effective management of school systems and operations

**Compensation and Location**

This is a full-time, exempt position, which will report to the Project Manager, Director of Project Management or President. Compensation will be commensurate with experience.

**Questions?**

Please contact [ssos@schoolworks.org](mailto:ssos@schoolworks.org).

*SchoolWorks is an equal opportunity employer.*