



PROGRAM ASSOCIATE

Job Description

ORGANIZATIONAL OVERVIEW

The Philadelphia Academy of School Leaders (“School Leaders”) is a nonprofit organization that develops, engages, and retains principals and system leaders who transform schools, dramatically improve student outcomes, and drive systemic change to prepare all Philadelphia students for college, career, and life.

Our fundamental belief is that Philadelphia’s principals and school system leaders change students’ lives. Through an investment in results-driven leadership development experiences, the Philadelphia Academy of School Leaders empowers individuals to drive student outcomes and advance equity in Philadelphia’s district, charter, and faith-based schools.

Our flagship experience, the **Neubauer Fellowship in Educational Leadership**, provides proven principals with the resources and guidance to sharpen their leadership capacities. The Fellowship is a transformative two-year experience that develops critical leadership skills needed to elevate school performance and student outcomes in their schools and across the city. Fellows receive best-in-class professional development and build relationships with a network of outstanding peers who share strategies and problem-solve with one another.

As Neubauer Fellowship alumni are promoted to principal supervisor roles, they join **Leaders of Leaders**, designed to provide the tools needed to effectively supervise and develop principals, improve principal practice, and increase student outcomes. Fellowship alumni also serve as coaches to promising principals in our **Performance Partners** experience, where high-potential principals deepen the instructional skills necessary to coach teachers, resulting in improved teacher practice and student outcomes.

POSITION OVERVIEW

The Program Associate will actively contribute towards School Leaders’ vision of achieving educational equity in Philadelphia so every child in every neighborhood attends a school that prepares all students to attain their dreams. This requires a highly effective principal in every Philadelphia’s district, charter, and faith-based school who ensures every student is prepared for college, career, and life. The Program Associate will perform a diverse range of responsibilities including operational, logistical, and administrative tasks to support program efficiency and effectiveness. The Program Associate will help ensure that program participants experience engaging and impactful leadership development opportunities that build their capacity to improve schools and dramatically increase student outcomes.

RESPONSIBILITIES

The Program Associate’s responsibilities will include, but not be limited to, the following:

Program Execution

- Support logistical planning and implementation for program activities and events
- Execute efficient program operations, including participant scheduling, pre-work, and follow-up
- Organize and manage google drives to share session content and tools with program participants
- Manage and update program documents and files
- Track and synthesize participant engagement data
- Build program calendar to schedule programmatic activities around holidays and school system dates
- Track and summarize recent research to inform program design and implementation

Alumni Engagement

- Support and execute Senior Fellow (alumni) engagement strategy:
 - Conduct outreach to identify needs and interests
 - Identify professional development strands
 - Collect data and measure impact of alumni strategy on leader practice and student outcomes
- Manage annual survey
- Manage alumni data including contact information, participation, and impact data
- Develop and manage alumni support, including coordination of one-on-one coaching and support

Program Communications

- Support organizational communications – develop participant biographies and school profiles, monitor and track media mentions
- Share resources and opportunities with program participants through weekly outreach
- Use communication platforms and learning management tools to support participant communication, engagement, and collaboration
- Provide timely and responsive customer service to participants and stakeholders

Additionally, the Program Associate will fulfill any other responsibilities as needed or assigned by the Program Director or Executive Director.

QUALIFICATIONS

The ideal candidate will demonstrate the following competencies:

- Passionately believes that all students can achieve at high levels
- Exhibits a strong focus on goals and results – including a track record of meeting or exceeding goals – and holds self personally accountable
- Communicates effectively in both written and verbal communication – tailors message for audience, context, and mode of communication
- Builds positive relationships with diverse stakeholders and maintains a service orientation
- Demonstrates excellent project management and implementation skills – works efficiently, maintains attention to detail, and is able to create, implement, and adapt project plans
- Demonstrates exceptional follow-through skills – able to multi-task and execute many tasks and requests in a timely manner
- Demonstrates an entrepreneurial mindset and ability to work in a fast-paced environment
- Maintains a positive attitude, flexibility, and humor

The ideal candidate will have the following experience:

- A minimum of 2 years of professional experience working in a K-12 education setting, ideally including school-based experience as a teacher or staff member
- Demonstrated experience managing logistics and communications
- Excellent computer skills including Microsoft Office and Google-based applications
- Bachelor degree required

TO APPLY

Please send your resume and a role-specific cover letter to careers@phillyschoolleaders.org. Applications to this position will be considered on a rolling basis until the position is filled.



Compensation is competitive and based on experience. The Philadelphia Academy of School Leaders, Inc. offers a comprehensive benefits package to all employees.

The Philadelphia Academy of School Leaders, Inc. is an Equal Opportunity Employer.
For more information about School Leaders, please visit our website at phillyschoolleaders.org.