



Future Focused Education Job Description

Job Title: Assistant Director of Learning by Doing & Professional Development

Status: New Mexico-based full-time position, can be located anywhere in New Mexico

Future Focused Education:

Future Focused Education (FFE) is an Albuquerque-based nonprofit organization. Our mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. Future Focused staff collaborate locally and nationally with innovative schools, employers, and a breadth of community partners to advance practices, programs, and policies that improve equity and opportunity for young people. FFE is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education.

Position Summary:

Future Focused Education is looking for an Assistant Director to lead professional development in schools across New Mexico to change teaching and learning in New Mexico fundamentally. This position will facilitate partnerships between FFE and schools that seek to create a more equitable and holistic learning and assessment experience for high school students informed by local wisdom. This full-time position will require regular travel with a generous benefits package.

In this position, the Assistant Director would:

- Develop partnerships with schools, councils, community-based organizations, departments within the Public Education Department, and other rights-holder groups to create demand for and scale the Capstone Initiative statewide.
- Travel to schools around the state to meet with educators and collaborate with community-based organizations to build demand and capacity for graduate profiles, capstones, performance, and competency-based assessments and to integrate work-based learning, SEL, and other community-oriented strategies in school initiatives.
- Lead professional development online and in schools across New Mexico to support the graduate profile, capstone, and community partnership initiatives.

Duties and Responsibilities:

General Roles and Responsibilities:

- Work collaboratively and co-create with the Capstone Team
- Travel to schools and districts around the state on a nearly daily basis
- Co-create and facilitate online, ongoing learning for teachers, school, and district leaders in a Community of Practice
- Create and implement engaging professional development opportunities with partners.
- Build resources to support schools and communities.

- Develop and foster relationships with various rights holders in New Mexico.
- Engage in radical honesty with ourselves, our colleagues, our partners, and our rights holders.
- Engage in ongoing anti-racism training with FFE colleagues.
- Engage in professional development for the principles of performance assessment, Liberatory Design, Social Emotional Learning, Salesforce, Google Suite, and other platforms as necessary.
- Co-create conference and rights holder presentations to expand the capstone initiative in the state.
- Take thorough notes to document meetings and agendas.
- Schedule meetings and ensure Google Calendar invites are issued to all participants.
- Weekly 1:1 check-in meetings with the supervisor and other capstone team members.
- Attend weekly in-person staff meetings.
- May include others as necessary or assigned.

Scaling the Capstone Initiative:

- Co-create a narrative with the capstone team and Media Desk advocating for professional development grounded in performance assessment literacy development, equitable grading practices, and liberatory instructional practices for teachers in the state.
- Generate interest among teachers to join the Educator Network and Community of Practice.
- Ensure content alignment between the LEA CoP and Educator Network to establish continuity at school/district level leadership and the needs of educators in the building
- Create opportunities to share the Capstone Initiative across the state and offer opportunities for engagement in the Initiative.
- Attend Community of Practice and Network meetings to identify how to deepen partnerships outside of FFE in schools across the state.
- Provide timely and consistent communication with partners and contractors, deepening the work with schools, educators, communities, and students.

Work Environment:

Work is performed in a variety of school and office space settings, both online and in person. Willingness to travel within and outside city limits and reliable transportation is required. Evening, weekend, and/or holiday work may be occasionally required with advance notice.

Qualifications:

Required qualifications:

- Teaching experience in New Mexican schools
- Extensive experience with creating and leading adult learning or professional development for educators and school leaders
- Understanding of performance assessments, competency-based education, equitable grading practices, and/or principles of design

Preferred qualifications:

- Bilingual in Spanish/languages other than English
- Experience with community and family organizing

Skills:

- Strong interpersonal skills, including working collaboratively with others across sectors and managing projects.
- Genuine interest and ability to build healthy relationships with adolescents and young adults.
- Strong written, verbal, and presentation skills, including communicating with diverse people in different settings.
- Strong group facilitation skills and familiarity with effective strategies for adult learning.
- Functional knowledge of Microsoft Office and Google Suite.

How to Apply:

For consideration, the applicant must submit a cover letter, resume, and three references to Tony Monfiletto, Executive Director, info@futurefocusededucation.org

Qualified candidates will be contacted for an interview.

The position is estimated to begin on July 01, 2023.