



Teaching & Learning Associate

Position start date: August 15, 2018

For 22 years, Center for Inspired Teaching has been engaging teachers as partners in education reform through our groundbreaking, improvisational theater-based approach to teacher training. Inspired Teaching envisions a future in which every person is prepared to thrive in and contribute to our complex and rapidly changing world, through an education that teaches students how to think. We transform the preK-12 school system by cultivating changemaking educators who authentically engage their students as active learners and empathetic critical thinkers. We invest in preK-12 teachers at all stages of their careers through programs that prepare new teachers, strengthen the practice of in-service teachers, and amplify teachers' work as changemakers.

We are seeking a creative, detail oriented self-starter and highly motivated individual to join the Inspired Teaching team as a Teaching & Learning Associate. The Teaching & Learning Associate will work closely with the Inspired Teaching Residency staff on a wide variety of projects, and provide support as needed to other Inspired Teaching Programs: Inspired Teaching Institute, Inspired Teaching Academy, Real World History, and Speak Truth. This is an excellent opportunity for a detail-oriented, ambitious individual to learn about all aspects of working at a mission-driven, entrepreneurial nonprofit.

Responsibilities:

- Recruit a high quality pool of applicants for the Inspired Teaching Residency, expanding on current recruitment practices to establish a year-round recruitment strategy.
- Implement the selection process for Inspired Teaching Fellows, to enroll a cohort of diverse, high-caliber Fellows; oversee the application process, ensuring applicants are moved quickly through each stage of the application; oversee the interview process; and coordinate successful candidate selection days.
- Serve as a main point of contact for incoming Fellows, tracking enrollment and licensure paperwork, as well as tracking attendance throughout the school year.
- Manage AmeriCorps program reporting and compliance, including maintaining Fellow files, submitting quarterly and final reports, and attending AmeriCorps program trainings. Serve as a primary point of contact for Serve DC, the DC arm of AmeriCorps.
- Support the preparation of Fellow workshops and courses throughout summer programs and ongoing school year seminars, including preparing materials and course documents.
- Support the summer experience for Inspired Teaching Fellows; coordinating logistics of Summer Institute and the Summer Teaching Practicum.
- Capture and share with the Communications Department notable stories about Inspired Teachers.
- Manage the time and responsibilities of the Teaching & Learning intern. Lead the interview and hiring process of Teaching & Learning interns.
- Support other Inspired Teaching programs as needed and provide general administrative support to the organization, including answering the phones and welcoming visitors to the office.

Qualifications:

- BA/BS, or higher, and post-college experience in a fast-paced, detail-oriented setting.
- Excellent oral and written communication skills, including grammar/proofreading skills.
- Strong organization skills, with the ability to manage multiple information-tracking systems.
- Ability to engage with diverse stakeholders in a variety of settings.
- Graphic design and photo editing experience a plus.

You want to talk to us if:

- You are motivated by disrupting the norm.
- You flourish in an environment characterized by hard work, play, and laughter.
- Your entrepreneurial, risk-taking spirit drives you to lead change.
- You are committed to the belief that every child, regardless of race, geography, or income level, can thrive in an engagement-based classroom with a teacher who embraces Inspired Teaching's instructional model.
- You believe that teachers are the leverage point for change in education, and you are excited to support teachers, and to help them grow and thrive.

Salary is competitive and commensurate with professional experience. **Benefits** include health care, retirement plan, and vacation; an excellent working environment; and the ability to have an impact on public education and the lives of children in Washington, DC and nationwide.

Interested applicants should send a cover letter; resume; 1-3 page writing sample; and names and contact information of three professional references to: careers@inspiredteaching.org.

Center for Inspired Teaching is an Equal Opportunity Employer. We are committed to a diverse workplace. Persons of color and persons with disabilities are encouraged to apply.