



SELF Leader Program Director Job Description

About the Special Educator Leader Fellowship:

The Special Education Leader Fellowship (SELF) aims to improve the quality of special education student outcomes by developing current and aspiring special education teacher-fellows and leader-fellows through a uniquely designed fellowship model. The Leader Fellowship is a two-year program which provides formal training sessions, leadership coaching, professional learning communities, peer program reviews, and visits to exemplary programs across the country. The Teacher Fellowship is a year-long program which provides formal training sessions, professional learning communities, personalized coaching, and partners with national research-based instructional programs. Through these two programs, SELF accelerates the development of teachers and leaders to create outstanding special education programming in schools.

Role and Responsibilities:

The Leader Program Director is responsible for the day-to-day strategic management and operations of the SELF Leader Fellowship program. This position is responsible for the overall quality and constant improvement of the Leader Fellowship. The person in this role will also support the CEO with the national expansion of the program by codifying best practices and training future site Leader Program Directors.

Specifically, this role is responsible for:

The primary focus of anyone in this position is achieving the goals of the Leadership Fellowship by building relationships with schools and Fellows, leading, managing, and developing the Leadership Coaches, and delivering and coaching others to provide exceptional professional development. This is an entrepreneurial, regularly adapting program and while we know the below are responsibilities of this role, there may be additional projects that are not listed below that will be essential for the achievement of the Leader Fellowship goals.

Leadership and Management

- Manages, develops, and builds team culture for the Leadership Coaches, setting the standard for quality, providing regular feedback, and supporting with particularly complex Fellow challenges
- Manages and develops the Operations Manager to deliver thoughtful and proactive operations for the entire organization and external stakeholders

Training and Development

- Delivers high-quality adult learning professional development and ensures trainings delivered by other SELF staff and/or external presenters are excellent
- Leads and supports Leadership Coaches to lead Peer Program Reviews (PPRs), a comprehensive review completed annually of each Fellows' school
- Develops systems for planning and executing new trainings and maintains a high-bar for all presenters

Recruitment and Selection

- Designs and oversees the branding and marketing plan of the SELF Leader Fellow program, ensuring that great candidates are attracted and selected
- Builds referral partnerships to ensure candidates are recruited to the program
- Oversees selection and recruitment by designing processes, selection rubrics, and the selection committees
- Oversees data collection and analysis on recruitment and selection processes and makes improvements as necessary

Fellow and Alumni Engagement

- Sets expectations for relationship management with current Fellows and supports and manages Leadership Coaches in Fellow engagement activities
- Develops the alumni engagement strategy and oversees its execution
- Builds strong, trusting relationships with placement school leadership

Program Codification and Expansion Efforts

- Creates and supports the development of rubrics and frameworks to measure impact and codify best practices
- Assists Executive Director with expanding the Leader Fellowship program within New Orleans and to new locations nationally

Reporting Relationship: The Leader Program Director will report directly to SELF's founder and Executive Director, Aqua Stovall.

Required Skills and Mindsets:

- A deep commitment to SELF's mission and alignment with SELF values of Belief, Responsibility, and Teamwork: evidence of a career of serving all students and actions that exemplify the belief in every student's ability to achieve their potential
- Skill in leading and managing a team to outstanding results, building a strong culture with high expectations, coaching and developing direct reports, and developing relationships across the team
- The ability to build systems and manage complex projects with a keen attention to detail, a strong aptitude to prioritize time efficiently, and the ability to move work forward
- Structured thinking skills and the ability to organize, analyze, and synthesize disparate pieces of information
- A high degree of initiative and ability to make high-stakes decisions quickly
- A solutions orientation, the ability to identify and implement solutions independently in a fast-paced, highly entrepreneurial environment, and a track record of taking responsibility when faced with challenges
- Sophisticated relationship-building and communication skills: the ability to build trust and adapt communication styles to work effectively with a variety of internal and external stakeholders
- An eagerness for continuous personal development and a history of executing on feedback to improve performance
- Belief in SELF's commitment to Diversity, Equity, and Inclusion demonstrated by a willingness to examine personal identity and biases and engaging in and supporting conversations around race, class, and privilege

Required Experience and Expectations:

- Expertise in best-practice, research based Special Education services
- Leadership experience in an urban school system
- Willingness to exceed the "typical" job expectations on specific occasions (i.e. working late hours and/or weekends when project deadlines, events, or travel require it)
- Ability to travel for trainings and potential expansion activities

Preferred Experience:

- MA or MS degree
- New Orleans educational landscape context and/or system (CMO and/or District) level leadership experience
- At least 5 years of professional working experience
- Comfort with Google Suite (e.g. Drive, Docs, Sheets, Forms, Classroom, etc.)
- Grant applicant and/or reporting experience

Please submit an application using this [form](#).

Salary is competitive and commensurate with experience. SELF offers a comprehensive benefits package with a generous 403b plan.

SELF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.