

## SCHOOL DEVELOPMENT MANAGER

We are currently seeking passionate, skilled and committed individuals to join our national school development and support team as a **School Development Manager**.

### WHO WE ARE

**Our mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative public secondary schools, while broadening our impact by sharing proven best practices and influencing policy for English Language Learners (ELLs) nationally.**

English Language Learners represent nearly 10% of the US public school population. Across the US, immigrant ELLs graduate at among the lowest rates and dropout at among the highest of all student subgroups. Internationals Network for Public Schools is the only school-development and -support organization that specifically addresses the educational needs of this population. Based on 33 years of experience, Internationals Network has proven methods for tailoring the core principles encompassing instruction, culture, structure, and leadership—to effectively serve this population.

We partner with public schools, districts, community organizations, and others to design, open and support schools and provide professional development and resources to educators.

### WHAT YOU'LL DO

Internationals Network seeks a **School Development Manager** to support the development of new Internationals schools and academies within existing regional hubs, while supporting the establishment of new regional hubs. The School Development Manager will report to the Director of School Development and will be responsible for collaborating with potential new and existing school leaders through the design process of new Internationals secondary schools and academies. In addition, the School Development Manager will support the management of partnership development and cultivation with external stakeholders, including local and state education departments, city and state elected officials, colleges and community based organizations (CBOs). While this position is based out of our NYC office, candidates must be willing to travel to project sites across the United States.

### YOUR SPECIFIC RESPONSIBILITIES INCLUDE:

- Support the Director of School Development in the design of new schools and academies that implement the Internationals Approach;
- Implement Internationals' growth strategy through the strategic engagement of key stakeholders at targeted events and through the continuous research of new expansion opportunities;
- Co-facilitate school design and planning sessions that support the development of new Internationals schools and academies;
- Liaise with school districts regarding school start-up, including issues relating to facilities, staffing and programming;
- Project manage Internationals' new school start-up services under grants and contracts with school districts opening new Internationals schools and/or academies, which includes project monitoring and quarterly reporting on delivery of services and implementation;
- Administer and develop new online resource guide for new school design teams and school leaders;
- Prepare and deliver reports and presentations that include an interpretation of research and data to internal and external audiences, as needed;

- Provide support for special projects and events, including, but not limited to Internationals' Fall Professional Development Conference and the annual National Leadership Retreat.

## WHAT YOU BRING

Internationals Network is looking for committed, experienced individuals with diverse backgrounds and experiences who are inspired by our mission and are highly motivated to improve educational programs and services for immigrant English Language Learners across the United States. You will be right at home here if you are passionate about issues related to educational equity, school improvement and immigrant learners, are a creative thinker and a team player, and are a great communicator looking to improve your own professional practice by working collaboratively.

## WE EXPECT THE SCHOOL DEVELOPMENT MANAGER TO:

- Have passion for Internationals Network's mission and strong commitment to school improvement, immigrant education and education reform
- Have strong attention to detail, record keeping and project management
- Have leadership, teamwork and influencing skills with work experience in a cross functional, diverse, large-change environment
- Be able to develop, plan, and implement short- and long-range goals, establish priorities, organize resources, analyze complex problems, interpret operational needs, and develop integrated, creative solutions
- Have the ability to communicate effectively and confidently, both orally and in writing, especially on technical issues to education audiences and all levels in the organization
- Have experience working in schools and/or supporting schools
- Have the ability to develop project budgets and projections throughout an implementation process/cycle
- Have the ability to synthesize information and, in collaboration with leadership consultants and instructional coach, develop and implement programmatic strategy

## EDUCATION AND EXPERIENCE

- Bachelor's Degree required; Master's Degree preferred (Relevant graduate coursework may include areas such as Public Administration, Business Administration, Nonprofit Management, Organizational Change Management or Education Leadership)

## COMPENSATION

Compensation for this position is competitive and depends on prior experience.

Internationals offers a comprehensive benefit package including Medical, Dental, Vision, Transit, and 401(k).

Must be legally authorized to work in the United States.

Interested candidates should submit a cover letter and resume via email to [resume@internationalsnetwork.org](mailto:resume@internationalsnetwork.org)

NO PHONE CALLS PLEASE.

For more information on Internationals Network for Public Schools, visit our website at:

[www.internationalsnetwork.org](http://www.internationalsnetwork.org).