



PROGRAM SPECIALIST: Special Education, Nashville

Job Description

Start Date: Rolling application/start date, preferably by June 2024

OPEN TO CONTRACT OR HIRE

The DLC is seeking an exceptional **PROGRAM SPECIALIST** who is excited to share in our mission of dramatically improving educational opportunities for diverse learners.

We believe that students of all abilities and backgrounds deserve to have access to high quality, inclusive educational opportunities led by empowered and effective educators. The Diverse Learners Cooperative is a nonprofit organization that connects teachers and leaders with professional learning, resources, and networks that increase best practices for diverse learners and increase teacher retention.

As a program specialist, you'll lead efforts to improve accessibility for diverse learners in partnership with schools and education-focused organizations throughout the Nashville area. You will work with school teams to understand context, identify challenges to learner accessibility, recommend possible solutions, and support implementation of improved practices. You will collaborate with site-based teachers and leaders, as well as the DLC team to ensure fidelity and excellence.

This position may be a part time or full time role:

- Typical school hours availability (8am-4pm)
- 12 months a year
- 80% in person + 20% remote
- Will require travel across multiple sites in and around Nashville

PRIMARY RESPONSIBILITIES

Program Specialists lead schools and systems through the phases of ecosystem change to improve academic and behavioral outcomes for diverse learners. In collaboration with our partners, you will be directly responsible for facilitating programmatic change, lifting team efficacy, and increasing outcomes for students. This role will report to our Director of School Partnerships.

As the Program Specialist, you will:

LEAD

- Partner with a portfolio of school and district partners to transform support for diverse learners in alignment with evidence-based practices and a focus on educational access and equity
- Lead school and system leaders through needs assessment process to diagnose academic and/or behavioral needs, and develop a comprehensive plan aligned with partners' goals and evidence-based strategies

- Work closely with partners to support development of resources and implementation of action plans that improve diverse learner outcomes

DESIGN

- Set goals and monitor progress of teams towards meeting milestones in increasing accessibility and achievement; adapt and pivot strategically to achieve outcomes
- Design and facilitate interactive professional learning experiences with rich training materials and a focus on application and accountability. Training may include on-site opportunities, as well as facilitating engaging sessions through virtual platforms.

COACH

- Coach a range of teachers and leaders, including principals, directors of student supports, and instructional coaches, to implement more accessible and inclusive learning experiences for diverse learners
- Act as a strategic connector by sharing resources, tools, and effective practices from other schools and systems; and connect leaders with others to facilitate learning, sharing, and community building
- Support the development of teacher-leader fellows within our Teacher-Leader Fellowship program, through mentorship, school site visits, and professional learning sessions.
- May include support of other learning communities that are developed in response to sector-wide needs.

QUALIFICATIONS

We are looking for amazing people who have diverse backgrounds and experiences, especially those similar to educators and students we serve, knowing that this will drive us closer to our vision. Team members are inspired by the mission of serving students furthest from opportunity, believe deeply in advancing anti-racism, have the ability to cultivate strong relationships, and demonstrate commitment to continuous learning and reflection. As a growing non-profit, you play an integral role in shaping our organization's growth and impact - and we'd expect all team members to assume ownership and demonstrate initiative toward this effort.

We expect Program Specialists to have:

- Proven track record of success in increasing outcomes for diverse learners and teams that serve them, including 2+ years of experience with system-level leadership or system improvement initiatives
- Advanced degree in Special Education and/or certification as a behavior analyst (BCBA) preferred
- Experience leading professional development for a school or district, with strong public presentation skills and ability to provide thoughtful and compelling insights
- Deep knowledge of evidence-based strategies for increasing outcomes for students with exceptional needs, strong instructional instincts, and experience across a variety of settings
- Data driven orientation with understanding of the shifts required for students, teachers, and leaders to best meet needs of diverse learners
- Ability to be flexible, self-motivated, positive, and respond to the dynamics of a changing environment as a strategic thinker and natural solution-seeker

- Strong team orientation, collaborative nature, and ability to engage across various work environments
- Outstanding verbal and written communication skills, with the ability to interact professionally with individuals from various professional and cultural backgrounds and effectively adjust communication style for a given audience
- Ability to plan strategically, organize and prioritize projects, work on multiple tasks simultaneously and to exercise initiative to successfully meet/exceed deadlines and goals
- Excellent technology skills, specifically in utilizing G Suite Tools (Docs, Forms, Sheets, etc), as well as Zoom and other online presentation tools

DLC believes in creating a high performing and sustainable workplace and is committed to attracting and retaining diverse team members who believe in equipping and empowering school teams to serve all learners. A job at DLC encompasses competitive benefits, compensation commensurate with experience, professional development opportunities, and a team that cares about you as a person. Current benefits offered by the DLC include: health, dental, and vision insurance; competitive salaries; 401k contributions with DLC match; generous vacation time and office rest days; technology stipend; and a healthy professional development budget for self-directed learning.

Salary range for this position: \$68,000 - \$85,000 commensurate with experience. Most new hires begin their path with the DLC in the lower quartile of the salary range with consistent opportunities for growth and advancement.

PROCESS

Please submit your application [here](#), including your resume and cover letter. The selection process will include a performance task as well as interviews with members of the Diverse Learners Cooperative team.

Diverse Learners Cooperative is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor. We encourage talented individuals of all backgrounds to apply.