

Director of Academic Affairs Roles and Responsibilities

The Internationals Network for Public Schools (www.internationalsnetwork.org) is seeking a new Director of Academic Affairs to begin July 1.

Internationals Network's Vision is to ensure that all recent immigrant students who are English Language Learners have access to a quality high school education that prepares them for college, career and full participation in democratic society, thereby opening doors to the American Dream.

Our Work

We provide quality public education for recently arrived immigrants by growing and sustaining a strong national network of innovative International High Schools, while sharing proven best practices and influencing policy for English language learners (ELLs) on a national scale. There are 10 schools in our New York City regional network across four boroughs and in September 2010, we will open our 11th NYC school in Manhattan. Additionally, over the past three years, we have developed a northern California regional network with two schools located in the Bay Area.

Internationals Network's work is focused in the following four areas:

1. Supporting and Networking Existing & Affiliate Schools: Providing services to schools
2. School Development & Affiliation: Over the next 5 years, building up to 21 new schools in 4-7 regional networks across the United States to act as best practice hubs and demonstration sites for schools or districts with populations of ELLs; affiliating schools with populations of ELLs
3. Best Practice Consultancy & Knowledge Dissemination: Creating communities of practice
4. Advocating for Improved Policies: Partnering and creating capacity to leverage our 25 years of practitioner expertise to affect ELL education policy and practices on a national scale

Position Summary

Internationals Network for Public Schools seeks a Director of Academic Affairs who will oversee the academic and instructional aspects of Internationals' programming. As a member of Internationals' Management Team, the Director of Academic Affairs will provide strategic direction to the organization and work closely with the Director of Development to develop new programs and report on and evaluate existing ones. The primary responsibilities of the Director of Academic Affairs include:

Professional Development (internal to Internationals)

- Facilitate the NYC Network-wide Internationals Professional Development Committee on network-wide projects that support school-based professional development efforts.
- Lead the planning and implementation of network-wide professional development conferences, institutes and initiatives.
- Lead efforts to document and codify the Internationals Approach to support International High Schools in implementing the model fully and to help schools outside the network adapt components.
- Serve as a member of the Steering Committee of the I-START Program, an innovative urban teacher residency and certification program, and provide strategic direction and planning to Internationals staff who manage it.
- Develop and lead workshops at IHSs and schools outside the network to strengthen the implementation of the model.
- Make connections with outside organizations that can improve service delivery to students
- Visit schools and classrooms on a regular basis to determine areas of strength and challenge at different schools to prioritize service delivery and supports.
- Work with other program directors and school personnel to revise and implement a comprehensive School Feedback and Support process to develop a systematic mechanism for goal setting with each school

Professional Development and Best Practice Consultancy (external to Internationals)

- Work with colleagues to develop a new Community of Practice program for schools across the country to share and document best practices for serving ELLs.
- Work with other program directors to revise, pilot, and implement a school affiliation process.
- Design and direct a “Training the Trainers” program that will enable more experienced teachers to lead workshops and professional development efforts in schools external to the network.
- Oversee and support consultants doing work through the best practice consultancy.
- Provide strategic direction and planning for the instructional aspects of the EX-SELL Institute (to be launched in the summer of 2011), an intensive introductory series to the Internationals Approach.
- Participate in the design and implementation of the evaluation of this new area of work.

Curriculum Development and Documentation

- Oversee the development, design, and implementation of the new Internationals’ Knowledge Management system that is scheduled to launch in the late summer of 2010.
- Provide strategic direction and oversee the commissioning of curriculum development projects funded by the network.
- Supervise the organization and development of the curriculum library.

Research and Evaluation

- Oversee and prioritize network’s data collection and analysis efforts.
- Coordinate researchers’ work in International High Schools
- Develop research agenda
- Engage 3rd party evaluator and coordinate evaluation efforts

Candidate Profile and Experience Prerequisites/Skills

- Commitment to the vision of Internationals Network and its programs
- Extensive knowledge of the Internationals Approach and English Language Learner (ELL) best practices
- Demonstrated effective experience in teaching high school ELLs
- Strong interpersonal skills and ability to build relationships on behalf of the organization
- Strong analytical ability and critical thinking skills; ability to generate new and innovative ideas
- Excellent project management and organizational skills and attention to detail
- Ability to communicate in an effective and compelling manner both orally and in writing
- Ability to handle multiple tasks at once, to prioritize effectively, and delegate efficiently
- Strong work ethic accompanied by a good sense of humor
- Able to inspire, motivate and focus
- Master’s Degree in Education and/or other related field

Benefits and Salary

Salary for this position is competitive and depends upon prior experience.

Interested candidates should submit résumé and cover letter to resume@internationalsnetwork.org by Monday, June 7. No phone calls please.