

Position Description: Chief Program Officer

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 a 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.

Position Summary

As a member of the senior management team, the Chief Program Officer will help develop the vision, set the strategic priorities and aid in the design and management of all Internationals programming. The Chief Program Officer, who will report directly to the Executive Director, is responsible for ensuring the high-quality implementation, evaluation and delivery of all programs. The Chief Program Officer will oversee and coordinate the work of the Directors of Academic Affairs, Leadership Development, and School Development to provide services to our current schools and develop new schools, as well as to support our policy and advocacy efforts.

In addition, the Chief Program Officer will oversee the development and implementation of a new area of Internationals' programming— an expansion of work to support educators and schools external to our Network in learning and implementing best practices in ELL education in order to improve educational outcomes for ELLs in schools across the United States.

Key Responsibilities

The Chief Program Officer will:

- Develop a strong understanding of the Internationals model
- Work closely with each Program Director to develop multi-year program plan and objectives, aligned with Internationals Network's strategic plan, and develop assessment tools to track progress towards goals
- Facilitate cross-collaboration meetings with all Program Directors and teams
- Lead the organization's efforts to develop and implement a model dissemination strategy
- Collaborate with Operations and Development teams to clearly communicate all aspects of programming to inform budgets, proposals and reports as necessary
- Support the Executive Director in developing a policy agenda and advocating for policy changes at the district, state and/or national level
- Direct the ongoing development of Network-wide program evaluation
- Secure external experts/consultants as necessary to engage in program development, delivery and evaluation

Candidate Profile

- Commitment to the vision of the Internationals Network and its programs
- Strong project management, program planning and implementation skills
- Ability to survey the existing environment and move to position programs to gain greatest impact
- Strong interpersonal skills and ability to build relationships on behalf of the organization
- Ability to communicate in an effective and compelling manner both orally and in writing

- Strong analytical ability and critical thinking skills
- Excellent organizational skills and attention to detail
- Ability to address and solve problems or issues as they arise
- Ability to handle multiple tasks at once and to prioritize effectively
- Capable of achieving results while maintaining an inclusive, collaborative leadership style
- Strong work ethic accompanied by a good sense of humor
- Able to inspire, motivate and focus

Experience Prerequisites/Skills

- Minimum of 5-10 years of management experience is required, with a history of leading and managing professional staff and teams to higher levels of performance
- Master's Degree in nonprofit management, education, public policy and/or related field
- Knowledge of ELL issues and education policy a plus

Benefits and Salary

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