



T+ Network Coordinator: Washington, D.C.

I. Overview of Teach Plus

Mission. The mission of Teach Plus is to improve the achievement of urban children by ensuring that a greater proportion of students have access to excellent, experienced teachers. Half of new teachers leave urban classrooms within three years, just as they are beginning to have the strongest impact on student learning. We give effective teachers a reason to stay.

Programs. Teach Plus runs three programs designed to place teacher leaders at the center of reform. These programs include: the Teaching Policy Fellows Program, the T+ Network and T3: Turnaround Teacher Teams. Our programs focus on demonstrably effective teachers in the second stage of their careers (in most cases, years 3 through 10) who want to continue classroom teaching, while also expanding their impact as leaders in their schools and in state and district policy.

Impact. Teach Plus has a track record of ensuring that teacher advocacy results in innovation in schools and districts. Our work has led to:

- Improvements to local teachers' contracts;
- New programming to increase high-need students' access to strong teachers;
- Nationally significant, teacher-led reports; and
- Greater media attention to the voice of the incoming generation of teachers.

In our first two years of operations, we grew from sixteen founding teachers to a movement of 3500 reform-minded teachers in six cities. We currently operate in Boston, Chicago, Indianapolis, Memphis, and Los Angeles, and Washington, D.C.

II. Position Responsibilities

The Network Coordinator position in Washington, D.C. will be a full time position with benefits. The T+ Network Coordinator will work closely with the Washington, D.C. Executive Director to advance the work of Teach Plus in Washington, D.C..

The Network Coordinator will be directly accountable for meeting the following goals:

- Build the size of the teacher network in Washington, D.C.
 - Engage and recruit teachers for Teach Plus in-person network events and programs
 - Help to customize programming to interest local teachers in the T+ Network on-line forums
 - Develop partnerships with teacher organizations, school district, and teacher preparation programs to help grow the T+ Network.

- Help Teach Plus to become a go-to source of information for teachers on reform and teacher leadership opportunities
 - Facilitate T+ Network events in collaboration with the Executive Director
 - Assist ED in designing and implement new ideas for engaging teachers in key policy issues
- Assist ED in creating opportunities for teachers to give direct feedback to policymakers
 - Be a source on what issues are of interest to Washington, D.C. teachers and how they are talking about them
 - Collaborate with National Network Manager to create online forums where teachers provide feedback to local leaders
 - Synthesize and analyze the ideas of many teachers into a coherent, actionable messages
 - In collaboration with ED, communicate to teachers how their feedback influenced district decision making

Specific Examples of Responsibilities

Program Work

- Support Executive Director (ED) in developing high-quality content for 4-5 T+ Washington, D.C. events per academic year
- Create Powerpoint presentations, handouts and other relevant materials for Network events based on content co-created with ED
- Support ED in crafting and implementing marketing campaigns for upcoming Network events
- Support the National Program Coordinator in local venue readiness logistics
- Recruit local teachers to join the T+ Network through school site visits, phone calls, emails, and one-on-one or small group meetings with the goal of exponentially increasing the T+ Network.
- Develop and implement a strategy for engaging active T+ Network members in conjunction with ED and National Network & Alumni Manager
- Support ED and National Network & Alumni Manager in designing and implementing online forums and surveys with local teachers, including recruiting Washington, D.C.-area teachers to participate in national online forums (such as Assessment Advisor)
- Collaborate with National T+ Network Manager on on-line programming that will engage and inform the T+ Network in local and national policy issues
- Conduct annual surveys and analysis on the T+ Network participant engagement and satisfaction
- Organize periodic social gatherings, and other opportunities for excellent teachers to connect with each other.
- As needed, attend/participate in district meetings/events to engage work of T+ Network

General Organizational Support

- Contribute to overall organizational learning about outreach, recruitment, and growing a successful local Network

Analysis and Reporting

- Update national T+ Network data to reflect all 2010-2011 events and make national data more usable
- Assist with analysis of Network content from all cities
- Assist with the analysis of marketing and engagement strategies for all cities.

III. Additional Information

The Washington, D.C. T+ Network Coordinator will report to the Executive Director of Teach Plus Washington, D.C. and will collaborate with the National Director of Programs and the National Network and Alumni Manager. The Washington, D.C. T+ Network Coordinator will support the development of the local T+ Network and the teacher-based content of the Washington, D.C. Program Team.

IV. Qualifications

In order to be successful in this role, the ideal candidate will have these qualities:

- A passionate commitment to improving public education by retaining and supporting outstanding teachers in urban schools.
- Priority will be given to candidates who have a teaching and/or community organizing background.
- Priority is for someone who is as much a “figure-outer” and “self-starter” as a person who implements plans.
- Superior written and spoken communication skills
- Collaborative.
- Experience working across an organization to implement a common goal.
- Strong project management and organizational skills. Enjoys moving a multi-stepped project forward.
- Excellent relationship-building and interpersonal skills.
- Comfort working in a highly entrepreneurial environment and the willingness to be flexible.
- Knowledge of Microsoft Office (specifically EXCEL and PPT)
- Attention to detail.
- Sense of humor.

Salary and Benefits

Salary is competitive and commensurate with experience. Health, retirement and vacation benefits included.

Application Instructions

Interested applicants should send a cover letter and resume to Washington, D.C. Executive Director Candace Crawford (ccrawford@teachplus.org). The cover letter should include an explanation of the candidate’s interest in the position as well as a summary of relevant qualifications and experience. Teach Plus will receive applications until the position is filled. The desired start date is February of 2012.