# Program Manager, Community Educator Training

*(Job Number: 79127BR)*

<table>
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<tr>
<th>Campus Location</th>
<th>West campus</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Next Education Workforce</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a grant funded position and is contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>$60,000 - $75,000 per year; DOE</td>
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<td>Close Date</td>
<td>June 6, 2022</td>
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**Job Description**

Data clearly shows that the COVID-19 pandemic has led to instructional loss and unfinished learning among all Arizona students with disproportionate impacts on our most vulnerable learners. An obvious solution to address these challenges would be to ask teachers to help accelerate this recovery. However, we cannot ask an overstretched teacher workforce to do even more.

The Arizona Community Educator Initiative (AZCE) is a recently funded initiative that will systematically add additional capacity to Arizona’s educator workforce by intentionally bringing members of the community, with training and support, into our PK-12 learning environments and galvanize the field of community educators in Arizona.

*Community educator* is an umbrella term that describes individuals who provide capacity and insight in service of deepening and personalizing student learning. They enrich learning environments by forging authentic relationships, sharing expertise and expanding networks. They work in schools, community-based organizations and anywhere that learning happens.

The person hired for this role will manage the development and implementation of community educator training statewide to: (1) build and support the development of resources and learning opportunities for community educators and school staff; (2) facilitate the creation of and enrollment in community educator nanocourses; (3) work closely with PK-12 educator teams and community educators in Next Education Workforce models at the elementary and secondary levels to implement community educator roles in a sustainable and systemic way.

An ideal candidate will be comfortable forging new paths and working in undefined spaces and have a strong understanding of instructional design and content development. This person will have experience designing and facilitating live and asynchronous learning experiences, a focus on relationship and community building, strong communication skills, and a demonstrated history of centering justice, equity, diversity and inclusion (JEDI).

Above all, an ideal candidate will be an avid collaborator who is passionate about creating lasting systemic change for education and is willing to support partners in navigating the challenges of making that change a reality.

This work is part of a larger initiative at Arizona State University’s Mary Lou Fulton Teachers College. The Next Education Workforce initiative works with PK-12 schools.
and the broader community to build staffing models that bring teams of educators with distributed expertise around shared rosters of students. Community educators are a crucial part of these teams.

| Minimum Qualifications | Bachelor’s degree in a related field AND five years administrative/coordination experience; OR, Master’s degree in field appropriate to area of assignment AND three years administrative/coordination experience; OR Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. |
| Desired Qualifications | The desired candidate will have experience in the following areas: |

**Developing resources and professional learning opportunities:**
- Designing inclusive, learner-centered content in a variety of formats.
- Guiding content experts in the design of synchronous and asynchronous learning experiences.
- Developing and delivering professional learning experiences that center justice, equity, diversity and inclusion.
- Using data to drive decision-making.

**Facilitating and leading:**
- Experience facilitating in youth development focused learning environments.
- Experience managing and supporting community educators.

**Demonstrating commitment to equity and inclusion:**
- Evidence of teaching, leading, service, and/or community involvement grounded in equity, diversity and inclusion and/or anti-racism.
- Experience using strategic approaches to close the opportunity gap and prioritizing a commitment to deeper and personalized learning for all students.

**Developing and sustaining partnerships:**
- Evidence of strong interpersonal and relationship skills with the desire to do people-centered work.
- Evidence of ability to foster sustained relationships and partnerships both internally and externally with diverse stakeholders.
- Evidence of community-oriented collaboration and capability of independent work.

**Managing concurrent projects:**
- Experience establishing priorities given multiple large workstreams needing competing attention
- Experience managing several large, sometimes ambiguous projects and seeing them through from initial conception to implementation and evaluation

Desired candidate will also have:
- Bachelor’s degree and experience in the field of education, nonprofit management, instructional design or a related field
- Excellent communication skills with a wide variety of audiences
- An ability to thrive in a working environment that prioritizes action, iteration and continual learning with a large, diverse set of stakeholders
### Essential Duties
- Build a subscriber base for community educator nanocourses.
- Collaborate with subject matter experts and MLFTC staff to develop a robust catalog of community educator nanocourses.
- Create resources for community educators and school staff members in the Next Education Workforce Toolkit.
- Support PK-12 schools in the Phoenix metro area and across Arizona to launch and sustain community educator roles.
- Center diversity, equity and inclusion in professional learning offerings, site-based supports and interactions with colleagues and stakeholders.
- Design and lead inclusive professional learning experiences for diverse audiences.
- Facilitate learning networks for those implementing community educator roles.
- Lead at least one working group of internal and external stakeholders to move AZCE goals and strategies forward.
- With members of the Next Education Workforce team, help enact strategic goals for community educator pathways statewide.
- Collaborate with key internal and external stakeholders to execute strategic initiatives and maintain effective relationships.
- Serve as a representative of the University at state, regional and national organizations, boards, conferences, councils and committees (as assigned) and act as a beacon of justice, equity, diversity and inclusion (JEDI).

### Working Environment
Most activities are performed in an environmentally controlled office setting subject to extended periods of being stationary, keyboarding and manipulating a computer mouse. Frequent moving of items up to 25 pounds. Regular activities require the ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. May be required to perform tasks in the field within and/or across University campuses.

### Department Statement
ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.

### ASU Statement
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is
inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.

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<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. Only electronic applications are accepted for this position. <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a> #79127BR</td>
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