Job Title: Director of Education
Exempt/Nonexempt: Exempt
Hours: 40
Reports To: Managing Director of Programs
Manages: Lead Writers
Salary: Commensurate with experience

Writers in the Schools (WITS) is seeking a Director of Education to set the teaching and learning landscape for the program year, including developing training programs for WITS Writers; navigating educational trends and pedagogies at schools and community sites at the local, state, and national levels; and guiding WITS Writers and WITS Staff through the organization's philosophies regarding teaching and learning. You will join our team in an exciting moment in our history, while we are expanding our impact and relevance in the educational landscape. As WITS grows, we need an experienced professional who will create and support relationships with schools, community partners, and educators.

Core Duties/Responsibilities

Schools:
- Create, maintain, and support school-based relationships
- Staff school programs with writers
- In tandem with the Program Director, schedule and facilitate Program Meetings at campuses and community sites, including also assigning Program Managers to lead and/or support at Program Meetings
- In tandem with the Program Director, support Program Managers with the Planning Meeting process; both the Education Director and Program Director will lead and/or support at Planning Meetings as needed and as determined by scheduling and the Program Team's availability
- Respond to school needs by working with Program Managers to create pedagogical approaches
- Support Associate Director and Accounting Manager with contracts, invoicing, and periodic program report updates
- Respond to school district and other organizational Requests for Proposals (RFPs)

WITS Collaborative and Professional Development Programs:
The WITS Collaborative and Professional Development programs work towards creating a paradigm shift in the pedagogy of teachers so that they (1) see themselves as writers and (2) learn ways to engage students in creative writing the way our WITS writers do.

- Lead and implement WITS Collaborative programs
- Lead and implement WITS Professional Development programs
- With support from the Program Managers, design training meetings and materials for WITS writers in the WITS Collaborative
- With support from the Program Managers, support WITS Writers in their WITS Collaborative and Professional Development placements

Evaluation and Assessment:
- Lead evaluation process for WITS programs to determine program effectiveness; student growth; and teacher and administration satisfaction
- Support Program Managers in the implementation of evaluation tools and teacher surveys
- Lead evaluation process for tuition-based programs and Creative Writing Camp, including parent surveys and faculty evaluations
- Research national education trends and evaluative measure trends to ensure WITS maintains relevant evaluative measures
- Use results from evaluations, surveys, and feedback tools to design training programs for WITS Writers; new programs for WITS students and teachers; and best practices for teaching and learning

Hiring and Training:
- Lead training plan for WITS Writers, both new and veteran
- Lead Field Coordinator program; support Program Managers in Field Coordinator program implementation
- Establish thorough on-boarding process for new instructors at Creative Writing Camp; fall hiring cycle; and/or new process altogether
- Support Program Director with hiring plan for new and veteran WITS Writers
- Lead training plan for tuition-based programs

Application Process:

To apply, please submit the following to Janette Hendrix at *jhendrix@witshouston.org*

● A cover letter that provides an introduction and gives us a sense of your writing style

● A résumé or CV

* WITS is an equal opportunity employer. WITS' policy prohibits unlawful discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy, age, sexual orientation, gender identity or expression, national origin or ancestry, physical or mental disability, genetic information or any other consideration protected by federal, state or local law.