

Director of the Arkansas Rural Educator Network (AREN)

The director position is the primary management role on the services team and **provides oversight and support to specialists**. In addition to supporting specialists in the field, the director **directly manages specified projects, federal/state grants**, and has responsibility for **deepening and expanding partnerships** at the state, district, school, and university levels in their designated state or region. The director has primary responsibility for ensuring quality outcomes are met in our varied partnerships and projects. This position reports to the executive director of services. Duties may include, but are not limited to the following:

Management and Partnership Development (30%)

Partnership project, grant, or program implementation and operations

- Lead partnership development by maintaining strong relationships with key stakeholders through regular check-ins and conducting presentations at conferences and special events or assisting with special projects as per their request.
- Communicate regularly with the executive director of services and research team in order to complete AREN program evaluations and progress updates and reports within the expected timeframe.
- Provide at least eight AREN networking meeting opportunities during the school year in order to engage AREN district and school leaders in relevant professional learning and collaborative opportunities.
- Provide assistance and assign AREN specialists to support internal projects and innovative projects as needed, monitoring quality of deliverables and timelines.
- Continue to build Arkansas projects-at-large and NIET's work and name recognition in the state of Arkansas through collaborative planning with the executive director of services and the executive in residence assigned to Arkansas, relationship-building with AREN district leaders and school boards, and conducting presentations at notable state conferences and special events.

Reporting and Quality Assurance (30%)

Specialist oversight and evaluation, coaching, and support

- Monitor and provide reporting on delivery of services to ensure AREN specialists are on track to schedule and complete requested services, through regularly scheduled meetings with the executive director of services.
- Approve time, travel, expenses, and leave for specialists.
- Provide regular individual check-ins and team meetings with AREN specialists to:
 - support scheduling in Mission Control
 - support relationship-building skills and identification of district/school needs, providing for high-quality support and instructional coaching
 - monitor support plans to ensure that partnership priorities and goals are defined, understood, and assessed throughout the year
- Identify relevant topics or areas of need and implement professional development via monthly team meetings for specialists to build capacity and foster coherence.
- Create and implement onboarding plans for new specialists to NIET, ensuring understanding to deliver district and school services effectively.
- Observe and provide feedback to senior specialists throughout the year (3-4 times per year for veteran specialists and .5 to 1 day per month for new specialists).
- Provide high-quality performance reviews throughout the year.
- Maintain a list of highly qualified potential candidates for recruitment and hiring.

- Model strong leadership and effective time management through the consistent use of established organizational protocols, attention and adherence to established timelines, and timely responsiveness to organizational requests.

Professional Development Services and Technical Support (15%)

Professional development, training, and coaching

- Provide in-person and virtual support to assigned AREN district(s) as outlined in the support plan.
- Work with district and school teams to identify needs to schedule, plan, and deliver support.
- Utilize support and delivery opportunities to support specialists by providing an opportunity for shadowing and modeling.

Other Duties Designated by Co-Presidents or Designee (20%)

- Use expertise to support NIET initiatives and operations, including policy development, grant writing, project development, service delivery, or serving on work teams.
- Develop and conduct presentations at conferences and other national events.
- Perform other duties as assigned.

Professional Learning (5%)

- Engage in regular meetings focused on professional development activities to support work in the role of a director (e.g., director meetings, TRAIN/AREN collaboration meetings, services team meetings).
- Engage in professional learning relevant to work and initiatives prioritized in Arkansas schools and aligned to AREN district partners' support plans (e.g., adoption and supporting implementation of high-quality instructional materials, supporting integration of science of reading across literacy/grade levels/content areas).

For Information:

For interest in positions at the National Institute for Excellence in Teaching, please review our website at www.niet.org for current job vacancies.

To Apply:

Please submit a resume and cover letter to jobs@niet.org.

No phone inquiries please.