

## Executive Director of Professional Development

**Location:** Remote or Nashville area

The Executive Director of Professional Development oversees the design and creation of all NIET trainings and content delivery for both K-12 and higher education partners. As a key part of this role, the position is responsible for ensuring quality of trainings, timeliness and relevance, and connection to NIET's work. Critically, they must be able to think strategically about professional learning to both meet educators' current needs and anticipate future trends, and they must be efficient in developing materials in response and prioritizing appropriately.

The Executive Director of Professional Development often serves as the lead developer of all training materials – including slide decks, training manuals, participant manuals, handouts, videos, and other resources – as well as coordinates across NIET's team to identify and manage other team members to produce and pilot high-quality professional development resources. They will also be responsible for routinely refreshing and re-examining current professional development resources to ensure they are relevant and align to educators' needs and the latest research. They need to be intentional in planning and prioritizing NIET's professional development work and be able to adapt quickly to new methods, trends, and modalities for teaching. Given these expectations, all applicants must have extensive experience in developing professional learning for educators and understand how to use modern tools and resources.

This position occasionally will be responsible for delivery of training and support and should therefore also be experienced in coaching and training educators themselves. They will directly manage a small content development team and should have experience managing multiple projects on competing timelines. The position reports to the chief executive officer and is a member of the leadership team.

Primary duties include:

- **Development of professional learning for NIET partners (70%)**
  - Proactively design and execute on plans for development and/or refinement of professional learning to meet the needs of NIET's K-12, state, and higher education partners, including the development of context-specific resources
    - This could include work to refresh or adapt current content, design and develop training for new initiatives or services, and state-contracted projects
    - This also includes the development of training content, modules, and resources for NIET technology platforms and contracts
  - Collaborate with a variety of team members to brainstorm and execute on professional development ideas or modifications that meet current needs of teachers and leaders, as well as anticipate future trends
  - Develop high-quality resources, including drafting and editing slide decks, training manuals, participant manuals, handouts, scripts, videos, and other materials that meet NIET's branding and style guidance
  - Review all professional development resources for clarity, quality, and alignment to NIET's work
  - As necessary, design and adapt training resources to meet different delivery modalities (e.g., virtual or hybrid professional development settings)

- Support and provide piloting and delivery of training as appropriate
  - Support and train other team members on the new professional development as appropriate, including coordinating walkthroughs/practice sessions for feedback
  - Review and evaluate the effectiveness of all professional development and coach team members as appropriate
  - Lead NIET national rating for rubric-related needs
  - Collaborate with other NIET team members to ensure trainings are accessible to all NIET team members and reflected appropriately in partnership development materials
- **Development of professional learning for key NIET events (15%)**
    - Lead the planning, design, and development of training for NIET’s national and regional training events, including the National Conference and National Summer Institute
    - Review all professional development resources for clarity, quality, and alignment to NIET’s work
    - Organize session walkthroughs/practice sessions for all trainers and attend and provide feedback
    - Support and provide delivery of training as appropriate
    - Review and evaluate the effectiveness of all professional development and coach team members as appropriate
- **Participation in special projects (15%)**
    - Depending on the team member’s strengths and assets as well as current NIET priorities, participate in specific projects that will allow NIET to support more educators and provide professional development at scale through new and innovative ways
      - Examples of this could include but are not limited to developing open resources for educators to access and collaborating with other NIET team members on development of future books
    - Identify and determine new topics, trainings, and resources based on NIET partner needs, educational research, and national trends and best practices
      - Examples of this could include but are not limited to designing training, support, and resources for adopting and implementing high-quality curriculum/instructional materials
    - Support NIET district networks as necessary
    - Support and provide delivery of training as appropriate
    - Support other projects as requested

**For Information:**

If you are interested in a position at the National Institute for Excellence in Teaching, please review our website at [www.niet.org](http://www.niet.org).

**To Apply:**

Please submit a resume and cover letter sharing your interest and relevant experience to [jobs@niet.org](mailto:jobs@niet.org).