

**Senior Specialist  
West**

Location: Remote.

The Senior Specialist position supports all aspects of NIET's implementation and management of district and school improvement services to include **professional development, trainings, coaching, general partnership support, the school review process and evaluation, and special projects**, as assigned. The specialist has primary responsibility for ensuring educator effectiveness is improved and outcomes are met in our varied partnerships. This position reports to a director appointed by the CEO or her designee. Duties may include, but are not limited to the following:

**Professional Development Services and Technical Support (75%)**Professional development, training, and coaching

- Provide in-person and virtual professional development, training, coaching, and support to district leaders, school leaders, teacher leaders, and teachers to improve educator effectiveness that leads to student growth
- Work with district and school teams to identify needs (using data and evidence gathered from a variety of sources) and determine strategies to support these needs through tailored training and coaching
- Study and apply research and best practices to strengthen current professional knowledge and the professional development delivered; at times develop training, support tools, and protocols that incorporate new learning and research to best support educator effectiveness within a partnership
- Collaborate and seek advisement from his/her director and/or other NIET specialists and leaders to be prepared and maximally effective in achieving high-quality professional learning outcomes with each audience/partnership

Technical support, evaluation, and thought-partnership

- Foster a relationship of support and collaboration with each district and school partner; understand partner's goals and desired outcomes from NIET leadership in order to best meet expectations
- Serve as a resource and thought-partner to enhance district and school leader proficiency in implementing school improvement practices and in building their knowledge of exemplary leadership and instructional practices to improve educator effectiveness
- Work with an assigned group of schools to ensure fidelity of program and service implementation
- Provide ongoing evaluative feedback to district/school partners to enable immediate adjustments as necessary to ensure success
- Support partners in their use of NIET's online platforms, including data management systems

**Other Duties Designated by Chief Executive Officer 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%)**

- Set, define, and implement professional improvement goals and opportunities to increase his/her own continued ability to grow educator effectiveness that leads to student growth. Collaborate with his/her director/manager to set, define, and implement within the year.

**For Information:**

For interest in positions at the National Institute for Excellence in Teaching, please review our website at [www.niet.org](http://www.niet.org) for current job vacancies.

**To Apply:**

Please submit a resume and cover letter to [jobs@niet.org](mailto:jobs@niet.org).

*No phone inquiries please.*