

## Program Officer for Teacher Development

### **Position Announcement** **Start date flexible**

Knowles Teacher Initiative is seeking a Program Officer for Teacher Development to work as part of teams to implement and refine the Knowles Teaching Fellows Program. The Teaching Fellows Program offers support and professional development for 35 promising new high school science and math teachers each year for five years. After Teaching Fellows complete the Teaching Fellows Program, they become Senior Fellows who work together as part of a network to improve math and science education across the country.

Knowles seeks to strengthen the teaching profession and increase the U.S. educational system's capacity to continually improve science and math education by creating a networked community of teachers who mentor and sustain new teachers, set and meet high standards for student learning, and create and uphold benchmarks of teacher professionalism grounded in a deep and nuanced understanding of the work of teaching. Rather than waiting for leaders to emerge from within the educational system, Knowles identifies and selects beginning teachers who show the potential to develop into outstanding teachers who lead from the classroom. For more information about Knowles Teacher Initiative programs and this position visit [www.knowlesteachers.org/careers](http://www.knowlesteachers.org/careers).

Program Officers work in teams to design, implement, refine and study the Knowles Teaching and Senior Fellows Programs. Work with the Teaching Fellows includes designing and leading professional development (online and in-person) for cohorts of Fellows; providing ongoing mentoring support to Fellows; supporting Fellows in accessing Knowles Teacher Initiative's generous Fellowship benefits; and evaluating, researching, and writing about program components for continuous program improvement and generation of knowledge for the field. Program Officers work as part of a broader national learning community that includes Teaching Fellows, Senior Fellows and Knowles staff, as well as veteran teachers, teacher educators, researchers, and evaluators.

A candidate for the Knowles Program Officer position must be:

Committed to the belief that teaching is a critically important, complex, intellectually challenging profession

Experienced in mentoring beginning teachers, educating pre-service teachers and/or developing and providing professional development to teachers, particularly at the secondary level

Committed to pursuing more equitable math and science education with experience supporting teachers to do the same

Disposed to learn from their own practice and support other teachers in doing so.

We're also seeking candidates who have the following characteristics, though we know not all qualified candidates will have all of these:

Experience teaching at the secondary level

Knowledge of the current state of math and science education and its impacts on teachers and students

Experience with and ability to foster collaborative relationships in secondary school settings

Knowledge of the field of teacher leadership and experience in supporting teacher leaders

A graduate degree in science or math education or a related field (or anticipating such). A doctorate is preferred.

Knowles has a distributed workforce, so all employees are able to work from home most of the time if they prefer. The program requires working some evenings and weekends, including travel to different locations across the country; we consider the position's travel requirements to be 10-15%. Up to an additional 10% of travel may be required for those employees who reside outside of the Philadelphia/South Jersey area who will be expected to travel to the Knowles office in Moorestown, NJ throughout the year for meeting with colleagues.

Program Officers will report to an Associate Director of the Teaching Fellows Program. Salary is based on education and experience and is competitive with university academic and K-12 administrative positions. Knowles Teacher Initiative offers a full, generous benefits package. Interested applicants should send a letter of interest and a **resume** or **CV** to: [careers@knowlesteachers.org](mailto:careers@knowlesteachers.org) or 856-608-0008 (fax).

Knowles Teacher Initiative requires all employees to show proof of COVID-19 vaccination unless they have a religious or medical exemption.

*The Janet H. and C. Harry Knowles Foundation is an Equal Opportunity Employer, welcomes individuals from diverse backgrounds and perspectives, and believes*

*that an inclusive and respectful environment enriches the organization, our community and the educational and employment experience of its members. The Foundation does not discriminate against individuals on the basis of race, color, national origin, religion, sex, affectional or sexual orientation, disability, age, marital status, liability for military service, status as a veteran, gender identity or expression, genetic information, pregnancy, and any other characteristic protected by applicable federal, state, or local law.*