Digital Promise: Professional Learning Manager  
Location: Redwood City, CA  
Reports to: Chief Learning Officer

About Digital Promise
Digital Promise is an independent, bipartisan 501(c)(3) nonprofit organization authorized by Congress to spur innovation in education for all levels of learners. Positioned at the intersection of educators, entrepreneurs, and researchers, Digital Promise identifies, develops, and promotes strategies to improve all levels of education and provide Americans with the knowledge and skills needed to compete in the global economy. Digital Promise is a fast-paced, growing, entrepreneurial organization that values and rewards performance, collaboration, and innovation.

About the Initiative
Digital Promise, with support from the Verizon Foundation and Verizon Wireless, is partnering with twenty U.S. middle schools to create innovative learning environments and fully document the process so others can learn from their experiences. With a goal to close the digital learning gap at a diverse array of middle schools, this initiative will provide students with one-to-one access to mobile learning technology in the classroom and at home, educators with personalized professional development, and all participants with a national community of practice. The resulting stories, resources, and policies will be shared in real time on the Digital Promise Schools website and through the Verizon Innovative Learning Schools Program, creating a behind-the-scenes guidebook for supporting students and teachers with learning technologies.

About the Position
The Professional Learning Manager will be primarily responsible for supporting the instructional coaches in a subset of the twenty schools, and helping teachers move towards learner-driven classrooms where students are given authentic challenges to solve. This is an exciting opportunity to play an integral role in developing a new model of professional learning: one that is personalized and focused on the skills learners need to “figure things out.”

Key Responsibilities

- Lead the full-time instructional coaches, helping them think through coaching models and ways to build a strong learning culture in their schools.
- Support teachers in the integration of effective uses of digital technology through a consistent pattern of strategic outreach and informal support.
- Lead face-to-face professional learning workshops and inspire groups of teachers to think differently about supporting learners.
- Use gamification elements to promote participation, engagement, and completion of learning challenges.
- Provide input in the development of a MOOC, to be launched to a global audience in 2015.
- Encourage reflection and sharing on social media channels, and work closely with the project storytellers to identify victories, lessons learned, and needs & concerns.
• Help schools nurture and grow student opportunities for leadership in technology and STEM.
• Collaborate with Digital Promise staff and school leadership to develop and execute strategic plans.

Candidate Requirements:

• Master's degree or equivalent experience in Education, Instructional Design, Instructional Technology, or related field.
• Strong history of innovative teaching practices and building student aspirations.
• Ability to clearly communicate and inspire others to think about how digital technology supports learning.
• Excellent communication and relationship-building skills, and in multiple formats (multimedia, face-to-face, etc.).
• Eager to take a leadership role and empower others to do the same.
• Hungry, creative, self-starter, multi-tasker, team player; strong work ethic, high standards, integrity.
• Approximately 30% domestic travel.
• Positive “can-do,” “yes-and” spirit.

Compensation:
Salary and benefits will be commensurate with experience.

To Apply:
Please send resume and cover letter to jobs@digitalpromise.org and put “Professional Learning Manager” in the subject line. Applicants are encouraged to submit their materials as soon as possible. Review will be on a rolling basis until the search is successful.

Digital Promise is an equal opportunity employer and considers all applications with regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.