

Redwood Writing Project **Associate Director**

Priority Application Deadline: June 1, 2009

The Redwood Writing Project invites applications for an Associate Director.

The Position

The RWP Associate Director (AD) is responsible for coordinating and marketing professional development to local education agencies. The AD will collaborate with the RWP Director and Teacher Consultants as well as with school administrators and educators. The AD will also be involved in community outreach in an effort to raise the profile of RWP.

Compensation

The RWP Associate Director is a three-year, 20% (8 hour/week), academic-year position with limited summer responsibilities. For current K-12 teachers, RWP will contract with the school for a partial salary buy out. For retired or transitional teachers, RWP will pay an equivalent salary.

Responsibilities

- Meet with school-site administrators and teacher leaders at educational agencies to determine in-service needs
- Negotiate contracts with school and district administrators
- Negotiate contracts and coordinate with Teacher Consultants to deliver professional development
- Organize and oversee teams of professional-development providers
- Market Redwood Writing Project and its events to teachers, administrators, and community members
- Travel to state and national training sessions and leadership activities

Requirements

- Current, retired, or transitional K-12 teacher and RWP Teacher Consultant (the successful applicant must have completed an Invitational Summer Institute)
- Flexibility during regular school hours, allowing for school site meetings during the school day.

Additional Requirements

- Shares the RWP vision of a non-hierarchical network of teachers teaching teachers, emphasizing teamwork (particularly well said!)
- Skilled in written and oral communication, group facilitation, and project management
- Ability to speak comfortably with administrators and teachers at all grade levels.
- Ability to lead highly skilled professionals with diverse backgrounds

Stronger Candidates Will Also Meet the Following Criteria:

- Experience with program or product marketing

- Experience with community outreach and public relations
- Knowledge of or willingness to learn about state and national funding sources (Title I, II, III, etc.) and mandates (NCLB, AB 472, Program Improvement)

Application

Consideration of completed applications will begin on June 1, 2009 and will continue until the position is filled. Appointment will be effective approximately July 31, 2009.

Applicants should submit the following:

- A letter of application that summarizes professional qualifications and skills
- Current resume or CV
- Verification of release-time availability from district administrator (if applicable)
- Name and contact information for a minimum of two professional references (one from an RWP TC or site leader)

Submission accepted by email: rwp@humboldt.edu

Or standard mail: Redwood Writing Project, Humboldt State University, Nelson Hall
West 234, Arcata, CA 95521-8299:

Publication Date: April 27, 2009