

## **Senior Program Specialist, National Institute for Excellence in Teaching (NIET)**

*The Senior Program Specialist works closely with NIET senior management to support all aspects of NIET Operations to include TAP trainings, TAP school reviews and evaluation, and other projects as assigned. This position will be directed by the Senior Vice President, Chief Operating Officer. Strong preference for position to be located in Santa Monica, CA, Washington D.C., Fayetteville, AR, Chicago, IL, or New Orleans, LA.*

### **Recommended Qualifications:**

- At least 5-7 years K-12 classroom teaching experience (elementary or secondary) required.
- K-12 school administrative experience preferred.
- Knowledge of curriculum development and best instructional practices.
- Strong verbal and written communication skills.
- Ability to work directly with administrators and teachers in a diverse cross-section of schools.
- Support for performance-based pay systems for educators.
- Understanding and agreement with elements of the TAP System (see [www.tapsystem.org](http://www.tapsystem.org)).
- Ability to travel approximately 50-70% of time to TAP school locations throughout the United States.
- Master's degree in education preferred.

### **Duties May Include, But Are Not Limited to:**

#### TAP Implementation

- Present TAP Implementation and Overview workshops to prospective locations.
- Communicate the requirements for implementation with stakeholders.

#### TAP School Reviews

- Participate in the development and organization of the TAP school review process.
- Serve as an evaluator for school reviews as needed.
- Participate in writing the review reports for each school.
- Provide feedback to schools as needed.
- Work with senior researcher and evaluation staff on data analysis.

#### TAP Instructional Strategies Database

- Coordinate collection of instructional strategies for database.
- Review and evaluate instructional strategies.

#### TAP Training

- Participate in developing and/or presenting TAP training at school, district and regional levels, including:
  - Core TAP trainings
  - TAP Summer Institute trainings
  - Advanced Trainings

### TAP School-level Assistance

- Visit TAP schools across the country and provide assistance based on need or request.
- Coach principals, master teachers, and mentor teachers in the processes of TAP.
- Support schools in locations where there is not designated field staff.

### TAP Conference

- Communicate with TAP field staff to coordinate conference panels.
- Participate in content development of annual TAP conference.
- Work with senior NIET management to develop conference agenda.

### Other Duties May Include:

- Use of instructional expertise to support NIET operations, including policy development, grant-writing, and project development as needed.
- Involvement in pending projects: expansion of TAP principal component, grant-funded projects, and general NIET initiatives.
- Conduct presentations at TAP conference and other national events.
- Other duties as assigned.

**Salary:** Based on qualifications

**Starting Date:** As soon as possible

### **To Apply:**

Fax, e-mail or send resume to:

Monica Mean

National Institute for Excellence in Teaching

1250 Fourth St., Santa Monica, CA 90401

[mmean@tapsystem.org](mailto:mmean@tapsystem.org)

**Fax:** 310-570-4863

**No phone calls.**