Alabama Best Practices Center

A program of A+ Education Partnership

(Montgomery, AL)

Program Coordinator

The Alabama Best Practices Center, a program of the A+ Education Partnership, seeks an organized, committed, talented individual to help support, manage, and grow our programs and networks across the state. The ABPC helps teachers and administrators develop the competence, commitment and courage to do whatever it takes to improve student learning through professional learning networks of educators and related activities. Some of the responsibilities of the Program Coordinator include:

Managing the ABPC Networks and Related Professional Learning: The ABPC currently manages three networks: The Key Leaders Network, comprised of district and school leaders; the Powerful Conversations Network, comprised of school teams from across the state; and the Instructional Partners Network, comprised of school-based instructional coaches and teacher leaders. Managing includes invoicing individuals and teams, overseeing participation, awarding professional learning units for every qualified network member, and communicating to/notifying the network members of any and all schedule updates and changes and opportunities.

Meeting Planning: Schedule and coordinate logistics of network meetings. This includes arranging meeting locations, meals, tracking attendance, and coordinating the development, proofing, and preparation of meeting materials. Set-up and maintenance required at most meetings. Some travel is required including overnight stays and early morning same-day in-state travel.

Managing Data: Help Executive VP manage maintain and improve data collection, including identification of new data to be collected and analyzed. Help plan evaluation and collect necessary data. Analyze data for trends and provide information and insights to EVP. Knowledge and use of Microsoft Excel and Google Docs and related software are required.

Communications Support: Manage the ABPC website and social media accounts. Assist with webinars, Google Hangouts, and other online communication tools.

Office Support: Assist with office management of A+ Education Partnership, including helping answer the phone, attending staff meetings, being part of an ongoing learning community.

Required skills/experience:

- Experience in managing projects, programs, and people
- Strong communication skills: writing, speaking, and listening
- Proficiency with: Google Docs, Microsoft Office, Database management, Website management, Online enrollment tools
- Organizational skills/detail oriented
- Proactive: Anticipates future needs
- Excellent people skills; Ability to work well with others

Required dispositions:

- Exhibits characteristics of a growth mindset
- Practices humility
- High expectations for themselves and others
- Embraces partnership principles
- Possesses strong work ethic
- Embraces diversity
- Committed to continuous improvement
- Customer-focused
- Flexible
- Persistent

To Apply

Please send your letter of interest and resume to:

Cathy Gassenheimer
Alabama Best Practices Center
Phone: (334) 279-1886
Fax: (334) 279-1543
Email: applications@aplusala.org

Application must be received by February 14, 2020

To learn more about the Alabama Best Practices Center please go to our website
https://aplusala.org/best-practices-center/