



## **DIRECTOR OF PROGRAMMING**

### **Overview of HOME WORKS!**

HOME WORKS! The Teacher Home Visit Program (HW!) trains, supports, and helps pay teachers to visit the homes of their struggling students to positively engage parents in their children's education. Learn more about us by visiting our website at [www.teacherhomevisit.org](http://www.teacherhomevisit.org).

### **Position Overview**

The Director of Programming (DoP) is a member of the management team responsible for managing the implementation and operation of the HW! program. Working actively with both HW! staff and the schools and school districts with which we partner, the DoP uses data and feedback from data systems and stakeholders to structure a large amount of information and ensure organizational and programmatic goals and objectives are met.

### **Responsibilities**

- Oversee program implementation efforts at interested schools after relationship is established with the district by the CEO.
- Oversee all aspects of training for the program.
  - Conduct training sessions as needed.
  - Oversee the development of new training materials and modify existing training materials (manuals, training presentations, family dinner presentation materials, etc.) that are used to ensure program effectiveness and enhance learning.
  - Continually assess the needs of teachers and principals to improve training content.
  - Collect and share feedback from training sessions to inform program implementation.
  - Research, stay current on, and apply best practices in adult learning theory, parent and family engagement strategies, and the use of technology in training.
- Research and analyze basic and complex issues surrounding the programs and systems of the organization.
- Maintain weekly metrics.
- Provide regular updates on schedules, performance metrics, and key program initiatives.
- Drive organizational efficiency through opportunity identification, solution development and deployment, and change management to improve processes, and meet objectives.
- Build strong relationships between HW! and the schools we serve and engage with all relevant parties to monitor and promote fidelity to the program models.
- Carry out HR responsibilities (hiring, training, performance management, evaluation, and staff retention efforts) of the programmatic team including Program Managers (PMs), Trainers, and data management staff.
- Collaborate with and support the needs of internal and external evaluation teams.
- Ensure the integrity of HW! program implementation and operations.
  - Develop standards for processes and reporting and manage program resources to achieve program goals and deliverables. Ensure training sessions are highly engaging and fully prepare teachers to make effective home visits according to the HW! models.
  - Track program implementation at the district, school, and classroom levels to monitor implementation of and on-going adherence to the models.
  - Work directly with PMs to monitor program operations and to identify and promptly address deviations from the program model, timeline, and other operational matters.

- Occasionally accompany PMs on their school visits to provide oversight and evaluation and to understand their work in the schools.

### **Minimum Requirements**

- Bachelor’s degree
- Proven program management success – ability to implement and run multi-year programs with evidence of managing to outcomes
- Strong skills in group and one-on-one professional engagement at all organizational levels
- Strong presentation and communication skills with the ability to work with a variety of stakeholder communities
- Understanding of program fidelity, data completeness and consistency, operational transparency, and phasing in of program services
- HR management experience hiring, training, evaluating, and dismissing staff
- Evidence of successful staff retention efforts
- Strong computer skills – can create effective PowerPoint presentations, Word documents, and Excel spreadsheets and learn and teach others to use proprietary software
- Ability to work in a fast-paced, ambiguous, startup environment
- Ability to prioritize tasks and meet deadlines with minimal direct supervision
- Ability to work both independently and as part of a team
- Ability to handle sensitive information with a high degree of integrity and confidentiality
- Knowledge of and curiosity about best practices in adult learning theory, parent and family engagement strategies, and the use of technology in training
- Passion for the mission of HOME WORKS!

### **Preferred Characteristics**

- Master’s degree in education or a social science
- Experience in K-12 education, including two years in the classroom
- Prior experience in the not-for-profit sector
- Leadership experience within a school or school district especially at the senior level (Superintendent, Asst. Superintendent, Principal)
- An understanding of the role of educators and families in educating at-risk children

### **Work Environment**

The Director of Programming (DoP) needs to have a flexible schedule to accommodate school schedules, which may include working some afternoons and evenings. This position requires travel to schools in the St. Louis metro area and surrounding communities. The DoP routinely uses standard office equipment such as computers, phones, and printers. HOME WORKS! prohibits smoking and all tobacco products in any form in all areas of HOME WORKS! offices.

### **Position Specifications**

<b>Status:</b> Full-time, exempt
<b>Hours:</b> 35 hours per week (flexible)
<b>Salary:</b> Commensurate with experience
<b>Benefits:</b> Yes
<b>Reports to:</b> Chief Executive Officer

### **Application**

To apply, send a thoughtful cover letter, resume, salary requirements, and references to: [ceo@teacherhomevisit.org](mailto:ceo@teacherhomevisit.org).