



Job Posting

Position Title:

Coordinator of Teacher Effectiveness, Division of Teachers and Leaders

Reports To:

Rene Diamond, Executive Director, Leader Effectiveness

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

About the Tennessee Department of Education

The Tennessee Department of Education, under the leadership of Commissioner Candice McQueen, is focused on an ambitious goal: ensuring that Tennessee is the state with the fastest growing student achievement. With 950,000 students, 142 districts, significant urban and rural populations and lagging national achievement results compounded by significant gaps by income and race, achieving this goal will dramatically impact thousands of children and the future of the state. We seek to build a team dedicated to the goal of dramatically improving student achievement, and committed to the belief that children from all backgrounds can succeed when given the opportunities they deserve.

Teachers and Leaders Division: Vision and Mission

The vision of the Teachers and Leaders Division is to ensure that there is an effective teacher in every classroom and an effective leader in every school in Tennessee. The mission of the Teachers and Leaders Division is to rapidly improve teacher and leader effectiveness, with an acute focus on preparing all students for college and career.



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Job Description:

The Coordinator of Teacher Effectiveness will report directly to the Director of Teacher Effectiveness and will work with a variety of team members, individuals from across the TDOE, and vendors. In this position, the Coordinator will: (1) Coordinate and manage key TEAM initiatives for the Office of Educator Effectiveness, including Non-Tested Grades and Subjects (2) Provide operational and logistical support for the key initiatives of the office (3) Provide communication support for key initiatives of the office.

Specific Position Responsibilities:

- Manage overall operations and logistics of key initiatives of the Office of Educator Effectiveness, including Non-tested Grades and Subjects.
- Create and implement logistics plans for key initiatives, including portfolios. Maintain a high bar for excellence in the logistics of events and seek improvement between all events.
- Manage sites and venues for Office of Educator Effectiveness-sponsored training events, including:
 - Securing venues for all events
 - Oversight of contracting and budget
 - Managing relationships with all venues & partners
 - Managing food and A/V when applicable
- Design and manage systems for participant information and communications, including:
 - Registration for all events (using event management software)
 - Participant databases for completed events
 - Participant communications for all events
- Provide programmatic and administrative support for:
 - Office of Educator Effectiveness contracts development and execution
 - Office of Educator Effectiveness calendar of schedules and key activities
 - Special Projects: As needed, provide support for other key initiatives of the division



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- Manage materials ordering and distribution. Promote the TDOE through all Training & Support materials.
- Coordinate elements of the Office of Educator Effectiveness budget, including management of contracts.
- Coordinate within the Office of Educator Effectiveness to ensure that all training programs meet the expectations and needs set by the content.

Qualifications:

The ideal candidate will have:

- Project management experience, particularly with alternate/portfolio models.
- Ability to work in a fast-paced environment balancing multiple ongoing projects, both large and small, at the same time
- Strong ability to collaborate with managers and peers.
- Innovative and strategic thinker; solution-oriented
- Excellent work ethic, initiative, and high standards for self and others; ability to manage towards ambitious organizational goals
- Strong personal presence and communication skills necessary to interact and develop relationships with a diverse array of internal and external stakeholders

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.



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To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Martha.Moore@tn.gov.

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