



Center for Collaborative Education

Transforming schools for student success

Senior Associate, Quality Performance Assessment JOB DESCRIPTION – JUNE 2017

The [Center for Collaborative Education](#) (CCE) is seeking a dynamic and experienced educator to join the [Quality Performance Assessment](#) (QPA) program as a Senior Associate. This is a full-time position which reports to the QPA Director.

Quality Performance Assessment Team at CCE

CCE believes that [performance assessments](#) are a key lever for educational equity because they engage students to think deeply and express what they know and are able to do in multiple ways. CCE's Quality Performance Assessment team works to redefine assessment and accountability through building teacher leadership and supporting student-centered and competency-based learning practices. The QPA team leads professional development, school and district-wide coaching, and advises policymaking at the state level. The QPA model, developed over multiple years, assists schools, districts, and states to create and implement rigorous and equitable performance assessments that better prepare students for college, career, and civic life. Our field guide, [Quality Performance Assessment: A Guide for Schools and Districts](#), describes the QPA model and provides tools and resources to implement high quality performance assessments.

We are currently working in a number of states, districts, and schools to strengthen the role of performance assessment in their assessment and learning systems while continuing to enhance and build out the QPA model. This position will work on the [Massachusetts Consortium of Innovation in Education Assessments \(MCIEA\)](#) project, among others.

Responsibilities of the Senior Associate

The Senior Associate will bring passion, insight, and ideas to a team working in a fast-paced, cross-functional environment. The Senior Associate will put evidence-based approaches to student-centered instruction and assessment into practice with educators, school, district, and state leaders, and other stakeholders. The Senior Associate has a multifaceted skill set and the ability and disposition to design and implement effective and innovative approaches, including in the following roles:

- Build and develop strong relationships with clients and partners by motivating and inspiring strategic action and supporting partners and school, district, and state leaders in navigating the change process.
- Design, plan, and facilitate effective and engaging professional learning related to the process of designing, implementing, and creating systems of rigorous and engaging performance assessments in a variety of settings across schools, districts, and states including:
 - Presenting and facilitating at multi-day institutes and workshops;
 - Coaching in one-on-one and small group settings; and
 - Designing and facilitating virtual and blended learning and networking opportunities (e.g., webinars, online learning modules).
- Collaborate and contribute within the QPA team, at CCE, and with partners to build the team's portfolio of work that is aligned with CCE's mission.
 - Cultivate relationships with potential future partners.
 - Lead and participate in the development and writing of proposals for new business.
- Further develop the QPA model and supporting tools and resources in response to identified needs within QPA's areas of expertise.
- Contribute regularly as a thought leader in forums ranging from the CCE blog to local and national conferences.

- Work collaboratively as a member of the Center staff to support and develop all Center programs and to contribute positively to the CCE organizational culture.
- Complete additional QPA or CCE special projects, as needed.

Qualifications

The successful candidate for the position of Senior Associate should have the following qualifications:

- Commitment to and passion for equity in public education and working with educators to improve education.
- Experience working in public schools, especially in an instructional leadership role, a teaching capacity (math or science background is a plus, as is experience with English Language Learner students), and/or school or district administrator.
- Knowledge of and experience in personalized, student-centered learning practices including:
 - performance assessment design and school-based performance assessment systems.
 - rigorous and culturally responsive curriculum, instruction, and assessment.
 - competency-based education.
- Understanding of effective adult professional learning.
- Understanding of theory and practice of school reform and leading change.
- Ability to multi-task in a dynamic environment and complete projects by deadline.
- Strong facilitation and teaming skills.
- Effective presentation skills.
- Strong writing and editing skills.
- Demonstrated communication, project management, and organizational skills.
- Bachelor's degree in education or a related field; Master's degree is also an asset.

Additional qualifications that are an asset to the position:

- Knowledge of videography and web 2.0 technologies.
- Strong design and layout skills.

Location and Work Requirements

This position is based in the Boston area and requires the ability to travel (~20%), primarily in New England with a concentration in Massachusetts.

Salary

Salary and benefits are competitive.

Application

Interested applicants should send a cover letter and resume to Allison Short at ashort@ccebos.org. This position will remain open until filled.

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace by maintaining a staff that represents the voices of the communities we serve. People of color and/or bilingual/bicultural individuals are encouraged to apply.



Background to the Center for Collaborative Education

The Center's mission is to transform schools to ensure that all students succeed. CCE envisions a just and equitable world where every student is college- and career-ready and prepared to become a compassionate, thoughtful and contributing global citizen. CCE partners with public schools and districts to create and sustain effective and equitable schools.

We fulfill this mission in three primary ways:

- Creating, supporting, and sustaining learning environments that are collaborative, democratic, and equitable
- Building capacity within districts and schools to adopt effective practices that promote collaborative, democratic, and equitable learning for students and educators
- Catalyzing systemic change at the state, district, and school levels through policy, research, and advocacy work

