Program Associate, Quality Performance Assessment
JOB DESCRIPTION — April 2017

The Center for Collaborative Education (CCE) is seeking a dynamic and thoughtful candidate to join the Quality Performance Assessment (QPA) team as a Program Associate. This is an early career, 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.

Responsibilities of the QPA Program Associate

The Program Associate will bring passion, insight, and strong organizational skills to a team working with educators, school, district, and state leaders, and other stakeholders to put evidence-based approaches to student-centered instruction and assessment into practice. The Program Associate has a multifaceted skill set and the ability and disposition to navigate between the big picture and details across a range of program needs. The ideal candidate is driven, curious, excels at taking initiative, and maintains a learning disposition. There is an opportunity to shape the role to fit the experience level, skills, and interests of the right candidate.

Support the design, planning, and execution of a range of QPA professional learning experiences
- Collaborate to create new program materials
- Support the design and maintenance of blended learning modules and online learning experiences
- Provide support in planning the content and logistics of QPA events
- Draft communications for QPA school teams
- Facilitate at QPA professional development workshops

Organize and curate resources
- Archive professional development materials
- Curate the resources of the QPA model

- Streamline and codify systems, workflow, and materials associated with program work

Develop communications and support business development
- Contribute regularly as a thought leader through the CCE blog and support the QPA team in documenting stories from the field
- Assist in the documentation and sharing of QPA network school teams' progress
- Conduct short feedback interviews with teachers on professional development experiences
- Examine and advise as to making use of existing video in our work and plan for future videos
- Provide support as needed to proposal writing and new business opportunities

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

Qualifications
The successful candidate for the position of QPA Program Associate should have the following qualifications:
- Commitment to and passion for equity in public education and working with educators to improve
- Knowledge about and interest in school-based performance assessment systems and related practices including student-centered, personalized learning, and culturally responsive pedagogy
- Strong communication skills and the ability to document and tell practitioner stories
- Understanding of and interest in theory and practice of school reform; instruction, curriculum, and assessment; and adult professional learning
- Strong writing, editing, design, and layout skills
- Strong analytical and organizational skills
- Ability to multi-task in a dynamic environment and complete projects by deadline
- Proficiency in Microsoft Office, Google Drive
- 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:
- Proficiency in Social Media (such as Twitter)
- Knowledge of videography and web 2.0 technologies

Location and Work Requirements
This position is based in the Boston office. Requires the ability to travel to professional development workshops and schools primarily in New England.

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

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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