Position:	Academic Coordinator
Location:	Remote
Employment Type:	Full-time, Exempt
Reports to:	Chief Academic Officer

Mission

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion-dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials.

Purpose of Position

The Academic Coordinator reports to Chief Academic Officer and performs various tasks in support of the organization. This position serves to aid the Academic Office in building and maintaining cohesive policies, procedures, and practices across the content teams. This position provides a unique opportunity for an independent thinker who is highly detail-oriented, enjoys working with internal and external stakeholders at all levels, and wants to contribute to the success of a growing organization.

Key Responsibilities

Academic Office Support – 60%
- Create and Maintain systems and processes through which the content teams can more effectively and efficiently communicate and collaborate internally and externally;
- Coordinate reviewer recruitment cycle and process including but not limited to tracking and communicating with applicants, aiding in task submissions, and scheduling reviewer interviews for all content teams;
- Coordinate and calendar meetings of the collective Academic Office (e.g. listening tours, partner meetings, advisory panels, publisher meetings, and other events that require attendance of more than one content area director/team and/or are meetings with multiple external academic experts.);
- Collaborate with the academic team members and other staff to manage all planning and logistics for events of the academic office such as trainings, retreats, sequesters, tool development meetings, etc.;
- Facilitate shipping and return of instructional materials to/from reviewers;
- Track and assist execution of reviewer, consultant, and other contracts for materials review; and
- Work with the content teams to update and maintain data regarding cluster health, performance notes, demographic details, etc. in Salesforce for the purposes aiding in dashboard development and maintenance.

<u>Outreach and Workshop Coordination Support – 30%</u>
- Support content team members in preparing materials for State, District, and other client trainings; and
- Collaborate with the Operations and Program Coordinators to assist with coordination of conference and workshops planning and attendance tracking including providing materials to accompany attendees and assist in making travel arrangements as necessary.

<u>Other: 10%</u>
- Collaborate with the Operations and Program Coordinators to ensure smooth coordination between departments to align with overall organization goals; and
- Other duties as assigned.

<u>Travel – Up to 5%</u>
National travel will occur, as needed, and will be related to the above referenced key responsibilities. Amount of travel will be monitored to ensure it is appropriate for both the organization and the Coordinator.

Qualifications

- Passion for the EdReports.org's mission and vision;
- A minimum of three years of professional experience in administrative support or similar role (educational or nonprofit setting preferred);
- A minimum of three years of professional experience in coordinating multi-level projects or similar role;
- Demonstrated record of strong written and verbal communication with various audiences;
- Experience with data management, particularly with supporting multiple staff;
- Experience managing internal and external scheduling;
- Fluent in online platforms (MS Office suite and Google Suite, required. Smartsheet and Salesforce, preferred); and
- Bachelor's degree in business, communications, education, or related field, preferred, but not required.

Core Competencies

ACCOUNTABILITY	
Framing/planning the work	Sets, clear, and realistic objective and goals; Understands the process steps of the work; Keeps track of work status; Plans and effectively organizes more complex projects and tasks; and Identifies and sets contingencies for possible roadblocks.
Timeliness	Meets deadlines or delivers early; Assesses if a roadblock will delay deadline and communicates any changes as needed; Proactively communicates; and Supports others to have high quality and deliver on schedule.
Quality of work products	Work product (e.g. reports, documents, files, etc.) are consistently audience ready and accurate.

ADAPTABILITY	
Ability to adjust	Demonstrates ability to adapt to changing circumstances; Understand that the job sometimes encompasses a broader range of activities than the forma job description; and Changes work priorities to meet feedback and changing demands.
Openness	Able to thoughtfully consider new ideas and different perspectives.

COLLABORATION	
Team-orientation	Recognizes the purpose and goals of the team and the organization; and willing to take on additional tasks as needed to achieve shared objectives.
Collaboration	Actively participates as a team member and shows willingness to contribute and be open to feedback; Identifies self and others' areas of expertise to ensure the right people are part of a team; and demonstrates ability to lead a team to reach consensus.

COMMUNICATION	
Written communication	Writes clearly using correct spelling, grammar, and conventions; Gets messages across that instigate appropriate actions; and Strives to write internal and external communications in a concise, clear, and professional manner that is always appropriate to the audience.
Verbal communication	Participates comfortably in small group meeting, contributing where appropriate.
Written and verbal communication	Conveys information using appropriate tone; Communicates messages concisely; and strives to consistently adjust style and tone to suit the target audience.
Inquiry and listening	Listens to others attentively; Correctly interprets messages and responds appropriately

CULTURAL SENSITIVITY	
Valuing diversity	Demonstrates understanding that difference among team members contribute value to the environment; and Supports the value that the organization welcomes diverse cultures, ethnicities, family compositions, socioeconomic, and perspectives without any bias.
Advancing diversity and inclusion	Demonstrates awareness and understanding of own biases; and Offers observations about cultural proficiency within the organization

GROWTH MINDSET	
Learning orientation	Recognizes learning and growth as important for personal and professional development; Often seeks help with new to a task or challenge; and Takes initiative to expand knowledge and skills for self and colleagues.
Seeking, providing and using feedback	Often Seeks feedback to improve; Engages in discussion about new ways to do work; and Strives to regularly seek feedback and coaching to succeed in doing more complex work.

Leadership Competencies

DECISION-MAKING	
Gathering and interpreting data	Able to read and interpret data; Regularly identifies critical internal or external data needed to inform decision-making; and Creates and

	implements systems to facilitate regular data review, reflection, insight generation, and continuous improvement.
Executing decisions	Identifies when to own the decision and when to include others; Draws upon data, best practices, or specific job expertise to make timely decisions; Effectively gathers input from stakeholders; and Effectively explains rationale for decisions.
DEVELOPS AND MOTIVATES OTHERS	
Conflict resolution	Strives to identify tensions or conflicts within teams.
EXTERNAL RELATIONSHIP BUILDER	
Building individual network	Begins to form relationships with board members, funders, and/or stakeholders as appropriate to role.
Building agency influence	Responds to external needs in a timely, professional manner and follows through.
INITIATIVE AND RESULTS-DRIVEN	
Planning for results	Creates program plans for action that tie to team goals and clearly communicates with others; Recognizes issues and takes action to make or advance the decision-making process; and Takes initiative to map our clear plans to achieve org-level goals and mitigate against risks.
Executing to achieve results	Delivers quality results.
ORGANIZATION AND SYSTEMS KNOWLEDGE	
Understanding the context	Demonstrates basic understanding of the related issue areas and systems that affect populations served.
Applying knowledge	Leverages organization and system knowledge within their program/department to increase impact on community served.
STRATEGIC THINKING	
Formulating strategy	Uses data and knowledge to provide input to strategy for program/department.
Assessing impact and implementation	Asks questions and strives to identify problems of their own program/department.

Physical Requirements

Including, but not limited to standing and sitting for long periods of time; speaking loudly and clearly; seeing and hearing things both near and far away; and reaching, stooping, kneeling, and fine-finger and hand manipulation in use of a computer, chalkboard, dry erase board, or projector. Employee may be required to frequently move books and other instructional materials weighing up to 50 pounds. Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading.