

## **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 teaching and learning. 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 Specialist, Secondary ELA will play a critical role in growing and improving support for the ELA activities at EdReports while serving as an integral member of the content review teams. The Specialist, Secondary ELA will work closely with the ELA team, other content teams within the Academic Office, the Strategy Teams, as well as the Chief Academic Officer and Executive Director to continue improving K-12 education by informing educators' decisions about high quality and aligned instructional materials to support classrooms and schools across the country. Specifically, this position focuses primarily on the review of instructional materials claiming alignment to CCSS, as well as thought leadership in the field through partnerships opportunities primarily focused on literacy instruction in grades 6-12. Additionally, applicants with experience in both ELA and social studies will be well positioned to participate in research and other opportunities to apply their expertise and positively impact the course of literacy education across the nation. This position provides a unique opportunity for someone who can manage multiple system components, enjoys working at the detail and big picture level across projects, and wants to contribute to the success of a growing organization.

## **Key Responsibilities**

### **Support Instructional Materials Reviews - 65%**

- Partner with the academic teams to train reviewers, monitor review progress, read evidence collected by reviewers, calibrate across review teams, and ensure evidence guides are being utilized by review teams;
- Coach teams of educators as they deeply engage in the review of instructional materials;
- Lead communities of practice, facilitating productive conversations, through consensus-building and problem-solving;
- Design, develop, and deliver professional learning experiences in face-to-face, synchronous, and asynchronous settings on the review process and tools and college and career ready standards for ELA;
- Track and communicate report progression through cycles, identify problems of practice, work to progress reviews efficiently, and solve problems through individual action and collaboration with the ELA Team and expert advisors; and
- Participate in conferences and training, including planning and facilitating ELA components for EdReports events and opportunities

### **Research, Improvement, and Expansion into New Areas - 15%**

- Periodically update and deepen EdReports review criteria based on research and feedback on reports, update evidence guides, and monitor the review process for efficiency;
- Monitor research on instructional materials and design informed by the national and international literacy community to build the pipeline for review, continually improve both present and future reviews, and contribute to the knowledge of the ELA team; and
- Provide feedback, expertise and insight into new areas of instructional material reviews, including, but not limited to: Personalized Learning, Interim Assessment, Social Studies, and materials for special populations.

#### Content Team Collaboration and Outreach - 20%

- Represent EdReports at education convenings to understand work from partner organizations and promote the use of reports;
- Engage in and lead external conversations that promote demand for high quality instructional materials;
- Provide targeted instructional materials review expertise and guidance to support state/district materials reviews and adoptions;
- Develop ongoing trainings for the organization, reviewers, and external partners, including states, districts, and others that support implementation of the CCSS;
- Collaborate with the Partnerships Team and other staff to provide targeted standards aligned instructional materials review expertise and guidance to support state/district materials reviews and adoptions;
- Collaborate with the Content Teams to maintain and create the content-based resources for the review processes for internal and external audiences (including documents, videos, etc.); and
- Work across content areas to support connections in Science and Math to ensure accuracy and coherence across EdReports' reviews.

#### Travel – Up to 10%

National travel will happen occasionally throughout the year (COVID-19 dependent), as needed for partner relations, service delivery, organizational retreats, and professional learning. Amount of travel will be monitored to ensure it is appropriate for both the organization and the Specialist. \*Currently all travel is dependent on the status of the pandemic and comfort of EdReports staff.

#### Qualifications

Required:

- Demonstrable passion for the EdReports' mission and vision and our core values and commitment to [Diversity, Belonging, Inclusion and Equity](#);
- Minimum of seven years of professional experience in ELA education, required (in nonprofits, education settings, teaching, or other related fields);

- Deep expertise in College and Career Ready Standards, ELA (inclusive of instructional shifts) and expertise with early literacy;
- Extensive content expertise in ELA and curriculum design;
- Minimum of five years of people and project management experience;
- Exceptional written and spoken communications and interpersonal skills;
- Fluent in Google Suite/Analytics, MS Office suite (Excel, PowerPoint, etc.); and
- College degree.

**Preferred:**

- Additional expertise in Social Studies or in support of Multilingual Learners or Special Populations;
- K-12 classroom, coaching, and leadership experience;
- Understanding of K-12 ELA education political and policy landscape;
- Systems experience with Adobe Creative Suite, Salesforce, Pardot, and online learning management platforms; and
- Master's degree.

**Benefits:**

We offer a highly-competitive benefits package for eligible employees that includes PTO, prorated to start date, of 4 weeks of vacation per calendar year, 3 personal days, and unlimited sick time; medical, dental, and vision insurance; short and long-term disability insurance; life insurance; 401(k) retirement plan, a whole host of ancillary benefits, and thirteen (13) paid holidays.

**Salary:**

The range for this position is \$82,000 - \$98,000 annually. At EdReports, in setting a final offer for a position, we consider the experience and skill of the candidates while striving to maintain equity in our compensation bands. For this and other reasons, our salary offers are non-negotiable.

**We Value All Voices:**

EdReports is committed to equal-employment principles and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live, work, and serve. As such, all employment decisions at EdReports are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran or disability status, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.