

POSITION: Manager, Instruction and School Design

ABOUT THE ORGANIZATION:

Springpoint is a national nonprofit organization that supports the design and launch of new, innovative public high schools. Our mission is to enable all students – regardless of environment or background – to succeed in high school, college, and beyond.

Partnerships with Springpoint are differentiated by an intentional approach to new school design and implementation that is both student-centered and grounded in youth development theory. We collaborate closely with leaders, guiding them through a comprehensive school development process that includes concept design and implementation, school launch, and ongoing iteration. Our supports are flexible, adaptive, and responsive to each partner's unique context. Throughout, we retain a sharp focus on supporting the development of innovative solutions that can ensure success for all students, including those who are traditionally underserved. We have particular expertise in these areas:

- **School Model Design:** we lead partners through a structured design process focusing on discovery, synthesis, alignment and iteration. We do not believe in a one-size-fits-all approach—schools should look and operate differently based on the needs of the students and communities they serve.
- **Strategic Planning:** we work with partners and school leaders to plan for launching schools, helping them sequence priorities and allocate time, people, and resources in a way that will best serve student needs.
- **Capacity Building and On-going School Support:** we provide coaching, training, and tools to school leaders and their teams to develop proficiency in school design, implementation and data-driven iteration.
- **Mastery-based System Implementation:** we support partners in developing and implementing mastery-based approaches that can create more equitable learning ecosystems and assessment practices.
- **Resource Development:** we develop and curate customized resources that are essential to school teams throughout the process of designing, launching and supporting new models.

To learn more, [visit our website](#), [like us on Facebook](#), and [follow us on twitter](#).

Springpoint is housed at the National Center for Civic Innovation in New York City.

ABOUT THE POSITION:

The Manager, Instruction and School Design (MISD) will work with the Director, Instruction and School Design to support to Springpoint's network of school design team leaders, principals, and their partners as they design, launch, and grow new high schools. Under the supervision of the Director, Instruction and School Design, the MISD will help create and deliver high-impact training, feedback, and other supports that both drive short-term progress and build the capacity of school leaders and their partners across the long term. Working closely with a small, collaborative team, the MISD will also create,

update, and disseminate Springpoint's tools, resources, and learning assets infrastructure, and continually seek to enhance its network support.

Along with our ongoing commitment to equity and inclusion, we're looking to diversify our team and recruit applicants who can add new perspectives to our work. This includes individuals who might identify with the diverse cross section of students attending Springpoint supported schools and the educators who serve them.

Responsibilities include, but are not limited to:

SCHOOL DESIGN AND PLANNING SUPPORT

- Collaborate with Springpoint Directors and school design teams to research student and community needs, analyze and organize student data, analyze ecosystems, and articulate a clear mission/vision/values statement;
- Develop relationships with school design teams to support data-driven decision making, positive youth development implementation, and school design processes that result in artifacts and implementation planning documents that will support the launch and growth of new schools;
- Craft high-quality learning experiences throughout the school development process, including school study tours, virtual shares and webinars, in-person trainings, and other instructional events; and
- Curate resources and best practices to provide to school design teams.

SCHOOL LAUNCH AND ITERATION SUPPORT

- Help plan and execute annual school observations and other site visits, including conducting classroom observations, providing feedback to school leaders, and integrating relevant insights into school models;
- Maintain regular and responsive contact with design teams and school leaders;
- Contribute to the design and delivery of coaching sessions, convenings for partners across different sites, and leadership retreats focused on continuous improvement and school model refinement; and
- Report regularly on school development progress, achievements, benchmarks, and challenges, both internally and externally.

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- A minimum of 7 years of professional experience with 3-4 years working in schools ideally with leadership experience
- Strong instructional expertise, with firsthand experience in any of the following: instructional design and delivery, assessment, school leadership, and/or positive youth development
- Understanding of data-driven instruction, backwards instructional design, and student-centered instruction
- Exceptional interpersonal skills with the ability to develop strong relationships and work collaboratively with a diverse set of internal and external stakeholders
- A track record of building the capacity of others, including developing and delivering training and other educational resources
- Willingness and capacity to provide candid feedback to benefit Springpoint's partners, test key assumptions, and enable partners to strive for aggressive benchmarks

- Exceptional strategic thinking skills, with an openness to reimagining what schools can do, where resources are allocated, and how students learn, grow, and succeed
- Strong communication skills and a high standard of excellence for one's work
- A joyful, collaborative team member who is adept at anticipating internal and external needs
- Drive to transform public education and better serve our educators, families, and above all, students
- Commitment to working with schools dedicated to serving off-track high school students in high needs districts

LOCATION: New York, NY, with seasonal travel peaking in the fall and spring (total travel up to 25%)

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send cover letter and resume to info@springpointschools.org with the subject line "Manager, Instruction and School Design"

The National Center for Civic Innovation is an equal opportunity employer and welcomes candidates from diverse backgrounds.

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