

****Please [apply](#) by November 25, 2019 by submitting a resume and cover letter****



Educator Effectiveness Associate

The Office of Educator Effectiveness is seeking an individual to support a robust portfolio of work aimed at ensuring all students have excellent educators. This is an entry level opportunity to work on educator effectiveness issues in the Commonwealth and is ideal for a novice educator and/or someone looking to begin having an impact at a state agency. The individual in this role will be responsible for supporting the [effective, efficient and consistent review of educator preparation providers](#) in Massachusetts.

Working to improve the quality of educator preparation in Massachusetts is a key strategy in our commitment to disrupt systems of oppression and close persistent achievement gaps in our state. We have significantly transformed the work of the state in this area over the last five years and are beginning to see results within providers themselves and in the impact their candidates have on PK12 students. The Educator Effectiveness Associate will help continue and deepen our influence in this work.

Key Responsibilities:

- Providing internal support for all educator preparation reviews. This will include things such as (though not limited to):
 - Creating timelines for overlapping phases of review
 - Conducting and scheduling all technical assistance in the early phases of the review process
 - Pulling data, populating templates, updating presentations based on knowledge of the providers and the process
 - Setting up and maintain document management systems, including working dynamically in google folders, dropbox, etc.
- Overseeing all engagement with the providers and reviewers participating in review from launch and selection up until the actual onsite visit and doing so in a way that leads to high rates of investment, clarity and a smooth transition to our Educator Review Specialists
- Serving as the first point of contact for all incoming communications to the Office of Educator Effectiveness and stewardship of an up-to-date, easy to navigate website.

Desired Knowledge, Skills, and Experience: Below are characteristics we will look for in the selection process. We recognize that the depth of each individually and the balance of all of them may vary from candidate to candidate and as such, encourage applications from individuals with a range of background experiences and skills.

- Devotedly detail-oriented and an ability to ensure things to do not fall through the cracks in a fast-paced environment.
- Track record of consistently delivering on commitments
- Strong interpersonal skills and verbal presentation abilities
- Proactive, initiative taker who identifies and takes action to improve one's individual and the team's collective work.

Desired Mindsets and Attributes: People who are successful working on our team demonstrate a mindset aligned with the following:

- Belief that our current educational system must evolve in order for *all* students to have excellent educators (**driven by a commitment to equity**) and that even small changes at the state level can have a profound impact (**sense of scale and levers**)
- Ability to pivot, have **persistence** and be flexible when things don't go as intended
- Reliance on **feedback** as the life-blood of improvement; seeking it out, providing it and using it in all that you do
- Comfort operating "in the gray" and making the best possible decision with only the information at hand (**ambiguity**)

Salary Range: \$59,855-\$88,422 annually.

Bachelor's degree plus three years of experience or Master's degree plus one year experience required