

## Director of Learning Job Description — December 2017

### Summary:

The Maker Education Initiative (Maker Ed) is a cutting edge organization dedicated to providing educators and institutions with the training, resources, and community of support they need to create engaging, inclusive, and motivating learning experiences through maker-centered education. We work to make it possible for every educator in America—particularly those in underserved communities—to facilitate interactive, student-driven, and open-ended learning experiences for youth. At this exciting time in its history, Maker Ed is seeking a Director of Learning to build and expand on its professional development offerings for maker educators.

The Director of Learning is responsible for content development and delivery to educators and trainers, including new and existing partners and community members. This role manages the design and content behind Maker Ed's work: resources, workshops, and programs, and works closely with the leadership team, specifically the Director of Programs, to balance internal-facing management and resource creation with outward-facing efforts and partnerships. Additionally, the Director of Learning will be responsible for strategically positioning Maker Ed's offerings, ensuring that they are the right mix of content, approaches and support to successfully meet the needs of our educator communities.

### Responsibilities:

The responsibilities of the Director of Learning will include but not be limited to:

Programming:

- In conjunction with the leadership team, lead work on developing and refining the big picture, strategic map of Maker Ed's internally-created content, curated external resources, and the utilization of both across all organizational efforts.
- Identify the content areas and approaches that Maker Ed is well positioned to address, as well as understanding the field to recognize trends, opportunities, and saturation.
- Understand and strategically incorporate learnings related to research, evaluation, and assessment to ongoing content and training
- Strategically highlight issues and integrate practices related to access, diversity, and equity into all content and training
- Design and create content for workshops and standalone online resources in collaboration with other key staff and/or partners; support programmatic efforts with aligned content and resources
- Manage the development, implementation, and staffing of fee-based workshops with key staff and partners

## Responsibilities (continued):

- Direct, manage, and/or run the redevelopment, implementation, and maintenance of the online Resource Library and its use across the organization (internal and external-facing)
- Direct, manage, and/or do the mining, curation, and remixing of existing content and resources (video, audio, and written) to better address needs of the field and of the organization
- Facilitate strong cross-organizational collaboration and teamwork, leveraging learnings from past and present programs and efforts, as well as bolstering the PD offerings of programs as needed
- Manage 1-3 staff members and create a cohesive team that leads specific Maker Ed efforts and supports others
- Balance Maker Ed's thought-leader position with its ability to amplify partner and community work

### Other Duties & Responsibilities:

- Participate in and share responsibility on special projects, including work around assessment, research, and/or evaluation
- Step into advisory roles for strategic partner efforts
- Represent Maker Ed at major conferences, convenings, and symposiums; present on relevant work and connect with maker educators, showcasing Maker Ed's overall work and efforts
- Coordinate with leadership team and Director of Partnerships and Development on grants, funding, and budget-related matters
- Manage budgets of specific projects

## Qualifications:

Most importantly, the ideal candidate will be passionate about Maker Ed's mission and values, and be able to serve as a compelling advocate for the movement across a community of varied educators.

### Knowledge, Skills, & Abilities:

- Keen understanding of maker education, learning pedagogies, and the maker movement
- Experience with creating educational resources across a wide variety of multimedia formats
- Experience with leading, developing, and running professional development and teacher training in K-12 settings, both formal and informal educational environments, and ideally in in-person and in virtual settings
- Experience with leading and managing a small team of staff members, including high level visioning and support around specific tasks & overall professional growth
- Demonstrated ability to communicate effectively in written and oral mediums, whether online, in-person or in front of large audiences of educators

## Qualifications (continued):

- Willingness to iterate, get things done, play with tools and materials, and model the maker mindset

### Education and/or Experience:

- Bachelor's degree and 7 years of experience in related positions required. Graduate degree preferred.
- 2-4 years teaching, developing content or curriculum, and/or working in K-12 settings preferred
- Experience in leadership positions, with demonstrated success in managing projects and teams
- Demonstrated knowledge and experience with online and in-person professional development and the training of educators
- Experience coaching and supporting educators and administrators preferred
- Prior job experience in STEM/STEAM and/or maker education preferred

## Compensation:

Salary is competitive and commensurate with experience.

## To Apply:

Join a team of hard-working and fun-loving people, all highly committed to Maker Ed's mission and work. To apply, please submit your resume and cover letter to [Apply@MakerEd.org](mailto:Apply@MakerEd.org), with "Director of Learning" in the subject line of your email. The application deadline is January 12, 2018. Interviews will be scheduled on a rolling basis. Thank you for your interest!

Maker Education Initiative is a project of Tides Center and is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

## About the Maker Education Initiative:

The Maker Education Initiative (Maker Ed) is a project of Tides Center and has as its mission to create more opportunities for all young people to develop confidence, creativity and interest in science, technology, engineering, math, art, and learning as a whole through making. They achieve their mission by ensuring that educators have the resources and support necessary to facilitate meaningful making experiences, organizations have the capacity to engage youth in making in formal and informal educational environments, and communities are equipped to lead and advocate for youth of all backgrounds to access making opportunities.