**Location: Boston Area - Newton, MA**

**Ideal Start Date: Immediate**

**To apply for the Regional Fellows Program Coordinator position, please submit a resume and cover letter to** <http://blueprintschools.theresumator.com/apply/>.

**Overview:**

Blueprint Schools Network (Blueprint) is a nonprofit organization based in Massachusetts (MA) dedicated to promoting educational equity and improving life outcomes for students by partnering with school districts to plan, implement, and monitor school improvement initiatives. Our work with schools around the country has shown that positive change is possible when five core strategies for school improvement are implemented together as a comprehensive package.

*These strategies include:*

1.  Ensuring every student has an excellent teacher and a school leader committed to their success;

2.  Setting clear, consistent standards for academic achievement and establishing a school-wide focus on preparing all students for college;

3.  Increasing instructional time;

4.  Providing daily, small group tutoring to students using highly qualified and well-trained instructors; and

5.  Collecting assessment data frequently to monitor each student’s academic progress and tailoring instruction to meet the needs of all learners.

We are currently working with public school districts in Denver, CO, Boston, MA, Salem, MA and Saint Louis, MO to plan and implement rigorous turnaround initiatives (62 schools, serving over 11,000 students).

**Executive Summary:**

The Blueprint Math Fellows Program provides students in our partner schools with individualized, standards-based academic support through daily tutoring in mathematics.   The Regional Fellows Program Coordinator supports the implementation of the Blueprint Fellows program within a network of Blueprint’s partner schools in Massachusetts.  The position will require the ability to collaborate with a variety of stakeholders to support the launch (if applicable), planning, implementation, development, and management of our individualized tutoring program.  The Regional Fellows Program Coordinator will be based out of Newton, MA and will require regular travel to our Massachusetts partner schools.  This position will report to the National Fellows Program Director on a regular basis in order to provide status updates on the programs in MA as well as work closely with the MA Program Team, which is based in MA.

**Regional Fellows Program Coordinator Job Description:**

* Provide regional coordination of the Blueprint Fellows Program activities including actively monitoring and evaluating program progress;
* Meeting deliverables;
* Providing direct coaching/training support to site-based Fellow Coordinators;
* Collaborating with key stakeholders to ensure the successful launch (if applicable) and implementation within all site-locations in Massachusetts;
* Develop and/or amend training tools and materials to support professional development for site-based Fellow Coordinators and Fellows;
* Coach, train, evaluate, and manage site-based Fellow Coordinators in MA in order to develop instructional leaders and ensure high-quality programs;
* Participate and organize tutoring site visits of the Blueprint Fellows program in MA, which include conducting observations of Blueprint Fellows and conversations with students, staff, Fellows Coordinators, and school leaders;
* Collect, manipulate, prepare and interpret student data and Fellow survey data;
* Collaborate with the National Fellows Program Director, MA Program Team, and Director of Human Capital to support the recruitment efforts, toolkits, materials and systems necessary for the implementation of our programs;
* Represent Blueprint Schools Network at school-based, district, and/or community meetings, as requested; and
* Other projects, as assigned.

**Position Requirements:**

* Bachelor’s degree with at least five (5) years of relevant experience within the field of Education or Master’s degree in related field with at least three (3) years of relevant experience;
* Prior K-12 teaching experience required;
* Prior experience in program management of a multi-site instructional intervention highly preferred;
* Prior experience planning and facilitating professional development;
* Demonstrated experience launching and leading the implementation of educational programs;
* Proven ability to build and develop strong and trusting relationships with a variety of stakeholders;
* Demonstrated ability to understand the needs of urban school districts and the diversity of their student populations;
* Experience in an entrepreneurial setting; and
* Adept and fluent with technology and proficient with MS Office.

**To apply for the Regional Fellows Program Coordinator position, please submit a resume and cover letter to**<http://blueprintschools.theresumator.com/apply/>.