Position: SCRIPT Implementation Manager
Organization: CSforALL
Location: New York, NY
Date: February 1, 2021

About CSforALL

CSforALL's mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the U.S.

The organization employs the following strategies for achieving this mission:

- Supporting Local Change — helping education systems at the local and regional level develop strategic plans to serve all students
- Increasing Rigor and Equity — building the knowledge base and connecting research to practice
- Growing the Movement — serving as a "front door" for newcomers and supporting a national network of all participants

Position Description

The SCRIPT (Strategic CSforALL Resource & Implementation Planning Tool) Implementation Manager helps oversee the delivery, design and expansion of the SCRIPT tool and ensures the successful implementation of programmatic related initiatives and activities as well as effective data system and information management.

The SCRIPT Implementation Manager will help foster effective communication and flow of information to funders, partners, facilitators and other stakeholders. This individual will be responsible for supporting the management and execution of SCRIPT, the goal of which is to support school districts and other local education agencies in building or expanding upon their computer science education implementation plans through collective visioning, self-reflection, and goal-setting activities. SCRIPT also includes professional development training to individuals and teams of state, regional, and local partners who wish to independently execute a SCRIPT workshop in their respective locales.

Responsibilities

- Maintaining and updating workshop materials including agenda, presentations, and data collection instruments
- Communicating participation and data collection requirements ensuring all requirements are adequately met
- Facilitating follow-up with workshop participants including progress tracking
- Managing SCRIPT requests through the hosting of office hours to determine the best fit model for interested parties, to identify workshop opportunities, and connect potential partners and local leaders to support initiatives
- Communicate with trained SCRIPT facilitators to support facilitator workshops, and ensure quality

Stakeholder Engagement:

- Help maintain and develop relationships with State partners and funders to deliver workshops and other programming
- Maintain and develop relationships with SCRIPT Facilitators and smaller funders, as appropriate
- Support Communications Team in broader communications strategies such as collecting member/partner stories, commitments, and social media campaigns
- Assisting in the preparation of grant proposals and reports for SCRIPT funders
- Collaborating with Research team on funding proposals and reporting

Program Data Strategy & Management:

- In collaboration with the research team and senior program manager, develop the data evaluation strategy; determine key metrics to track; develop reports that showcase program effectiveness, program outcomes, and areas for improvement
- Co-design data systems that will be used to track key metrics and generate reports; business expert who will maintain and update data systems design.
- Interpret data reports, evaluate program impact, and determine how data informs the development and design of the SCRIPT program; making improvements to the program as appropriate
- Collaborate with Research team, obtaining data from multiple, publicly accessible sources in order to asses district profiles, outcomes from SCRIPT engagement, and evaluation of SCRIPT processes
- Work with Senior Program Manager and Senior Director of Programs to ensure program quality and fidelity of implementation, from program development through execution
- Co-create content for digital SCRIPT portal

Program Execution & Team Operations:

CSforALL is proud to be an equal opportunity workplace. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity/expression, age, status as a protected veteran, status as an individual with a disability, or any other applicable legally protected characteristics.

- Co-design and implement program initiatives as outlined by the SCRIPT program strategy (e.g. Facilitator cohorts); Develop and manage project plans for initiatives, as appropriate
- Lead the development of SCRIPT program calendar, determining how many and when trainings, workshops and convenings will be scheduled
- Develop agendas and materials for program-related trainings, workshops, and convenings
- Facilitate SCRIPT related trainings, workshops or convenings
- Train Facilitators to implement regional trainings
- Onboard, support, and offboard facilitators through a variety of different forums including, cohort calls, state calls etc.
- Keep track of different SCRIPT initiatives by state or Facilitator; understand what program information and materials are currently developed and where they are located
- Co-create and adapt new or existing program information and materials (e.g. presentations, tools) based on program strategy or input from data reports or participant surveys
- Organize and manage logistics for program related trainings, workshops, and convenings, with assistance from Program Coordinator
- Run internal team meetings; create agendas, facilitate discussions, track action items
- Set up manage systems and processes for team communications and operationsShare outcomes and identify ways SCRIPT contributes to the larger mission, vision, and strategy of CSforALL

Qualifications:
- Bachelor's degree required
- 3-5 years of relevant experience in project management, education service management, or computer science education project experience
- Excellent relationship management skills
- Exceptional analytical and data management skills
- Excellent written and verbal communications skills
- Collaborative approach with the ability to work effectively across teams
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously
- Work independently on projects to meet tight deadlines
- Ability to multitask and work on many projects simultaneously
- Deep commitment to CSforALL's mission
- Ability to periodically travel to trainings, workshops, and convenings (~20-30% of time) and to work flexible off hours on occasion

Posting Date: 2/1/2021

To apply: Send the following to recruiting@csforall.org:
- Subject line: SCRIPT Implementation Manager [YOUR NAME]
- Attach: cover letter and resume / CV