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### **About Californians Dedicated to Education**

CDE Foundation works as a trusted partner with state education leaders and entities to create, resource, and implement solutions that result in a strong and valued public education system that serves every student in California. CDE Foundation serves as the fiscal manager for the California Department of Education (CDE) providing means for philanthropy to invest directly in a public education system that serves nearly 6.2 million students.

We remain committed to seeing every child reach their full potential and strive to leverage our partnerships and expertise in service of a more racially just and educationally equitable teaching and learning landscape. We accomplish this mission in three ways:

- We CONVENE people and organizations to develop goals and innovative solutions to improve our state's public education system.
- We COMMUNICATE to build awareness and access to key resources.
- We CATALYZE new approaches to meet statewide goals, assembling and stewarding resources, including philanthropic investments in CDE and others, to invest in the development of innovative ideas and practices that can scale to advance public education.

For more information about our programs and work, please visit: [www.cdefoundation.org](http://www.cdefoundation.org)

### **About CA TRL**

The California Teacher Residency Lab (The Lab) is a project of the Californians Dedicated to Education Foundation. The Lab fosters a community of education trailblazers working to transform educator preparation in high-need fields and schools. Our equity and evidence-based support helps ensure new educators are ready on day one.

As the convener of The Lab, the CDE Foundation brings together participating residency partnerships (districts and universities), to build their capacity to successfully implement research-based characteristics that are the hallmarks of all successful residency programs, including job-embedded experience, and mentoring.

The Lab's access to real-time data allows us to understand the successes, challenges and needs of a subset of the State's grant-funded residency programs. The Lab provides a vehicle for policy makers, advocates, and researchers to communicate this information statewide.

The initiative embraces transformation and innovation as foundational tools for preparing and supporting educators working in the highest-need schools. The Lab empowers and supports educators to stay in their profession and create better outcomes for students in the classroom and beyond.

### **Position Summary**

The Residency Specialist is an integral part of our statewide teacher and counselor residency system. The Residency Specialist will be primarily responsible for the design and implementation of a comprehensive scope and sequence of support for California residencies in various phases of development. The residency specialist will have the opportunity to work in partnership with Local Educational Agencies (LEA) and Institutions of Higher Education (IHE) to position the Residency Technical Assistance Center for future success, growth, and sustainability as California embarks upon its most innovative phase in educator preparation. This is a full time exempt position.



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## Primary Responsibilities

### **Residency Specialist**

- Manage in-person and virtual professional development sessions
- Facilitate differentiated levels of support (regions, credential areas, and years of experience)
- Develop resources and tools to support the implementation of the Characteristics and Evidence of Effective California Teacher Residency Program
- Design and carry out a comprehensive outreach strategy to deepen and diversify engagement with CA TRL stakeholders and participants.
- Collect and analyze partner engagement data
- Oversee invoicing and payment of subcontractors, vendors, and consultants in coordination with the finance and operations team.
- Engage with other CDE Foundation colleagues in staff retreats, capacity-building opportunities, and peer mentoring
- Other duties as assigned.

### Skills & Knowledge

- **Work Experience-** Minimum 5 years work experience in local education agency or institution of higher education, education policy, public administration, or related field preferred, and a minimum of 3 years experience working with or in teacher residency programs required.
- **Project Management-** Outstanding project management skills and attention to detail; proven ability to create and execute complex project plans on time and within budget alongside colleagues and external partners.
- **Systems Thinker-** Ability to think and execute strategically, anticipate potential future consequences and trends, and incorporate them into project plans and partner relationships.
- **Equity Minded-** Experience implementing or leading culturally and linguistically sustaining professional learning, and advancing diversity, equity, and inclusion in the workplace preferred.
- **Communication-** Excellent relationship-building and interpersonal skills with a wide variety of audiences and formats. Outstanding oral, written, presentation and technical communication skills
- **Organization-** Organized, detail-oriented, creative, and able to work independently, under pressure, and as a team player in a fast-paced environment

### Requirements

- 4+ years of full-time experience working in a local education agency or institution of higher education, education policy, public administration, or related field preferred
- A minimum of 3 years of experience working with or in teacher residency programs required.
- Primarily remote with some in-person events
- Ability to work with diverse and multi-disciplinary teams.
- Proficient with computers
- Occasional travel for internal staff meetings/retreats and to provide on-site support at state-wide events



## California Teacher Residency Lab (CA TRL) Residency Specialist



### Salary & Benefits:

The salary range for the CA TRL Residency Specialist is: \$90,000-100,000. CDE Foundation offers a full range of benefits for employees and their qualified dependents through Gusto, including but not limited to, the following:

- 100% coverage of employee health benefit premiums
- A company-sponsored 401K plan through Vestwell
- 15 days of vacation per 12 months of full-time employment, with eligibility for higher accrual levels after 24 months.
- 19 company holidays, including several state and federal observances, and the week between Christmas and New Year's Day
- Annual sick leave entitlement of 72 hours (equivalent of 9 days).
- Jury Duty and Bereavement leave.

### How to Apply

Californians Dedicated to Education Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We will work hard to ensure diverse slates of candidates for openings at our organization.

Interested candidates should submit their **resume and cover letter to [info@cdefoundation.org](mailto:info@cdefoundation.org)**. Applications are **encouraged before October 31, 2023**, and will be considered on a rolling basis until the position is filled.