

POSITION TITLE:	Organizational Development Specialist, Education Practice
CENTER:	Center for Education Policy and Practice
BARGAINING UNIT:	Professional Staff Association (PSA)
AUTHORITY AND RELATIONSHIP:	Reports to Designated Manager in the Center for Affiliates & Advocacy

JOB SUMMARY: The Organizational Development Specialist will serve as a team member under the direction of the Assistant Executive Director (AED) for the Center for Education Policy and Practice (CEPP). The specialist will develop, implement and oversee programs that support members professional growth, knowledge and abilities, and support leadership path.

The Organizational Development Specialist is responsible to network with education stakeholders and UniServ directors as appropriate; scheduling, planning, and conducting trainings for diverse audiences; and staying abreast of current trends in education on the local, state, and national levels. The specialist is responsible for attending and participating in both internal and external meetings and programs and activities that are relevant to the goals of the association.

The Organizational Development Specialist will also assist leaders, members, and UniServ directors in supporting MSEA's strategic objectives.

RESPONSIBILITIES:

- Develop, collaborate, coordinate, and present assigned education practice programs, workshops, trainings, conferences, to UniServ directors, local affiliates, association members, school improvement teams, and other community groups; serve as an information source for the state association, UniServ directors and local affiliates.
- Provide leadership in development and implementation of training specific to instructional strategies, professional growth, racial social justice issues, cultural proficiency, accessibility, and emergent educational issues to ensure that practices address the needs of the diverse student and educator populations.
- Support the development of MSEA's Digital Learning Management System to deliver professional development tools and sessions to members and association leaders.
- Design and create new training curriculums with linkages for accreditation through educational agencies and institutions of higher education; develops learning activities, audio-visual materials, instructor guides and lesson plan.
- Possess a strong understanding of the National Board Certification Program, community schools, educator and Education Support Professional (ESP) Professional Growth Continuum, and other education reform programs.
- Utilize induction practices and coaching techniques to support early career educators.

- Maintain a strong understanding of the Code of Maryland Regulations (COMAR), especially Maryland’s certification pathway to address member concerns and monitor policy changes for potential impact on members.
- Coordinate the plans and all arrangements for the presentation, promotion, delivery, and follow-up of all workshops and presenters at the MSEA Representative Assembly, statewide/regional conferences, and state-sponsored local trainings.
- Maintain expert knowledge of research literature; monitor, promote and disseminate research on student and school achievement and on national and international trends in public education related to assigned areas of specialization.
- Serve as liaison to MSEA committees such as Instruction and Professional Development (IPD) and/or workgroups as assigned. Assist the committee with carrying out the goals and charges as established by the MSEA Board of Directors.
- Research and apply for funds from approved associations and organizations providing relevant grants that support the CEPP objectives; monitor progress and budget as needed.
- Monitor and recommend education policies and procedures, legislative policies, and regulations for internal and external communications, as needed.
- Establishes and maintains a connection with diverse stakeholders, organizations, as well as governmental education agencies to move MSEA’s strategic goals and the CEPP objectives forward.
- Monitor the Maryland State Department of Education (MSDE), State Board of Education (SBOE), and Professional Standards and Teacher Education Board (PSTEB), providing periodic updates, briefings, information, and recommend action, as needed.
- Attend local/state/regional/national conferences, workshops, events and trainings that are relevant to school improvement, student achievement, public policy, professional development, and other emergent educational issues to remain knowledgeable and aware of best practices and current research, as approved by the AED.
- Work with CEPP team and NEA to develop trainings and instruments for supporting and measuring the positive effect of local school programs and supports for ESPs.
- Recommend educational best practices that can be included in MSEA publications and resources.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree or higher in education-related fields and/or public policy. Master’s degree preferred. Three years teaching experience required.
- Three to five years’ experience working on local, state, and/or national education reform issues.
- Demonstrated strong pedagogical knowledge of K–12 education, best practices in curriculum development, educator induction, certification, etc.
- Proven experience training and facilitating, designing and implementing effective training and development programs with a wide range of technical skills, principles and practices.
- Experience communicating and collaborating with a diverse community.

- Skilled in coaching educators to implement best educational practices for a diversity of learners in various educational environments; experience utilizing adult learning theory.
- Experience in developing and conducting education reform updates and implementation training.
- Demonstrated ability to exercise independent and expert judgment, initiative, and resourcefulness.
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action.
- Demonstrated ability to manage multiple projects simultaneously with a high level of efficiency and accuracy.
- Experience and commitment to working in a team environment and the willingness to share responsibilities with colleagues.
- Demonstrated ability to influence, motivate, or lead persons or groups in gaining compliance with association objectives and policies through persuasion or negotiation.
- Demonstrated ability to work with confidential data and maintain confidentiality.
- Demonstrated proficiency in verbal and written communication.
- Demonstrated ability to use computer programs such as Microsoft Outlook, PowerPoint, Excel, Word, and Publisher.
- Adept with a variety of multimedia training platforms and methods; demonstrated ability to effectively navigate education training platforms to support engagement and scaffolding of professional development trainings.
- Willingness and ability to work long hours, nights and weekends, and to travel statewide on short notice to assist with member issues and professional development as required.
- Working knowledge of learning management systems and online platforms highly desired.
- Has, or is able to obtain, and maintain a driver's license.

ADDITIONAL QUALIFICATIONS:

- Broad understanding of the critical issues and problems facing the public schools and public school employees in Maryland.
- Ability to evaluate and research training options and alternatives.
- Experience in data analysis to support bargaining around education reform policies and regulations.
- Experience in union environment, government agency, public sector organization, or non-profit.
- Experience in working in a progressive, member-driven environment.

- Utilize organizing and strong interpersonal skills to move the association forward in social justice work, particularly racial-social justice, and equity in education with staff, members, and the public.
- Utilize the resources of the association to create and develop collaborative internal and external partnerships (at the local and state level) in support of MSEA's strategic plan, goals, objectives, and new business items.
- Performs other duties as assigned.

MSEA is an EQUAL OPPORTUNITY EMPLOYER.

Date of Employment: As soon as possible
Submission deadline: April 27, 2021
Email address: careers@mseanea.org
Mail address: Bernadette Joe Maddox
Maryland State Education Association
140 Main Street Annapolis, MD 21401-2020
Compensation: Starting Salary: \$80,739