



SUMMIT Learning™ Program

Who We Are

T.L.P. Education is a nonprofit organization guided by the vision that all educators should be empowered to truly meet the needs of all of their students. Working with Teachers, Learners, and education Partners, T.L.P. Education provides knowledge, tools, and training to schools across the country through the Summit Learning Program. Together, we are helping educators achieve their goals, students realize their full potential, and schools serve their communities. Learn more at <https://www.summitlearning.org/about-us>.

The Summit Learning Program currently supports more than 70,000 students in hundreds of schools nationwide. Their diverse communities are represented through district, charter and independent schools.

Our Values:

- ***We stay at the forefront of our work:*** We continuously improve, learning directly from those who are doing the work.
- ***We are optimistic about change and the possibilities therein:*** We welcome programmatic improvements and strategy shifts which will result in positive results for children and communities.
- ***We value our people, and we support their growth within their zone of proximal development:*** Our people are at the center of our work, and we support their development by finding their level of potential development through problem solving and in collaboration with peers.
- ***We mean what we say, and we commit to our promises:*** We follow through on our commitments with honesty and integrity.
- ***We do more with less:*** We are a non-profit organization serving schools and we are responsible stewards of our resources.
- ***We are principles-based not rules-based:*** We make decisions based on what we believe is best for our people and the communities we serve as opposed to adhering to a prescriptive set of immovable practices.
- ***We value diversity and strive to be inclusive in our work, both for our students and our team members:*** We believe in the importance of teaching children in alignment with our values and honoring every individual story and unique path.

PD Content Specialist

Position Overview:

The Professional Learning team creates in-person and virtual onboarding programs, in-service trainings, workshops, resources, and continuous learning opportunities for teachers and school leaders implementing the Summit Learning program.



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The Professional Development Content Specialist develops content for professional learning tools and experiences. The professional development experiences are focused on training and supporting teachers and school leaders to create classrooms and schools that effectively implement personalized, project-based learning. The PD Content Specialist reports to the Director of Professional Development. This is an exempt position.

Skills and Responsibilities:

Expertise

- Apply expertise in instruction, curriculum, assessments, and data-driven decision making to develop content for professional development programming for teachers focused on all aspects of their roles
- Ensure excellence, accessibility, and utility of all training and continuous learning materials
- Generate content via fast-paced, iterative design cycles
- Stay abreast of research and trends involving learning science, professional development, and educator training

Collaboration

- Collaborate with other members of the professional learning team to ensure training and support programming is strategic, aligned with Summit's pedagogy, and targeted to meet school-site needs

Facilitation

- On an as-needed basis, facilitate professional development experiences for educators and school leaders implementing the Summit Learning Program

Qualities and Skills

- The fundamental belief that all children can succeed in college and life
- A deep commitment to continuous improvement and genuine openness to feedback
- Strong interpersonal skills, with the ability to motivate, inspire and collaborate with a diverse group of leaders, teachers, and colleagues
- Ability to focus on outcomes and think both broadly and precisely about how to adjust structures to meet desired outcomes
- Ability to provide and accept honest, actionable, and timely feedback that results in improved performance
- Outstanding written and oral communication skills

Qualifications:

- Commitment to uphold Summit Learning values, belief that all children deserve a rigorous and equitable education that prepares them for college and for life.



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- Bachelor's degree required; master's degree in education, educational administration, or a related field preferred
- Minimum of 4 years of teaching experience with a track record of achieving measurable student outcomes
- Experience training and/or coaching teachers preferred
- Ability to travel to multiple training sites and schools across the country when needed
- Meet health clearance, and pass the reference, background/criminal checks

What We Expect From You:

- You maintain **high expectations** for all students and believe all students can find success in school, college, and life.
- You **thrive while collaborating** and are excited to work with your colleagues. You find positivity in share successes.
- You're deeply **dedicated to social justice** and feel motivated by the challenge and impact of working in a heterogeneous community and closing the achievement gap.
- You **share our vision** to reimagine what schools should be and are excited to make an impact on the public education landscape.
- You are **data driven** and you collect, evaluate, and utilize data in meaningful ways.
- You are **positive and resilient** in the face of big challenges.
- You take **initiative and ownership** in driving your work to meet personal and team goals.
- You possess **strong relationship** skills and you motivate, inspire, develop, and communicate with diverse groups of teachers, leaders, staff members, and community members.
- You apply **honest, actionable, and timely feedback** that results in improved performance.
- You have a **strategic mindset** when it comes to executing Professional Development initiatives.
- You are **empathetic and culturally competent**. You're open to having hard conversations.
- You thrive in **innovative** environments, and are comfortable with the ambiguity that can come with a dynamic and progressive workplace.
- You're **committed to continuous improvement**, see feedback as a positive, and have a growth mindset.

What You Can Expect From Us:

Summit Learning offers competitive salaries and benefit options for full-time employees.

We strive to recruit a diverse team. Summit Learning is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, national origin, religion, gender, gender identity and/or expression, sexual orientation, disability, age, marital status, military status, pregnancy, parenthood, citizenship status, creed, or any other characteristic protected by federal, state or local law. Summit will provide reasonable accommodations for qualified individuals with disabilities.

People from all diverse backgrounds are strongly encouraged to apply.

The logo for the Summit Learning Program features a stylized orange asterisk above the word "SUMMIT". The words "SUMMIT", "LeARNING", and "Program" are stacked vertically in a blue, sans-serif font. "SUMMIT" is in all caps, "LeARNING" has a mix of caps and lowercase, and "Program" is in all caps.

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To apply: Please send a cover letter and resume, both as PDFs, to careers@summitlearning.org. Please include the role you are applying for in the subject line.