



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.

Summit Learning Support Specialist

Position Overview:

Our Summit Learning Support Specialist provides school-level support in a specialized area of instruction. Each Support Specialist will be responsible for a caseload of assignments and for developing work plans with schools located in several regions of the country. This role balances facilitation of professional development, and building the capacity of teachers and school leaders through defined work plans with concrete outcomes and deliverables. The Support

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Specialist will report directly to the Director of Specialized Support on the Summit Learning Program.

This is an exempt position.

Skills and Responsibilities:

Expertise in Specialized Support

- Expertise in all components of the the Summit Learning Model
- Specialization in specific key instructional condition(s) that lead to successful implementation
- Deploy appropriate support actions based on data
- Effectively manage multiple engagements, including the design, execution, and evaluation of specialized supports at sites where additional professional development is necessary in order create the conditions for successful Summit Learning implementation
- Ensure supports are aligned to priority data points, and ensure alignment between organizational and school priorities
- Determine best practices and strategies for in-person and virtual professional development

Autonomy

- Executes on key strategic priorities set by Director of Specialized Support with frequent touch points

Strategy and Influence

- Lead the execution of work plans, including on-site and virtual professional development and specialized coaching
- Evaluate the effectiveness of supports based on agreed upon outcomes and milestones (including time spent on an engagement), determine a school's need for additional support, and communicate with internal teams about the effectiveness of supports provided

Collaboration

- Success Managers:
 - Collaborate with School Success team in order to determine high leverage areas and priority schools for support
- School leaders and teachers:
 - Create work plans with defined outcomes, accountabilities, and milestones in collaboration with school leaders, teachers, and School Success Managers
- Collaborate to develop a menu of specialized support engagements ranging from one day engagements through potentially year-long plans, and determine the qualifying criteria and metrics of success for each

Facilitation of Trainings



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- Facilitate Summer Training and Regional Convenings
 - Summit Learning currently offers multiple in-person training opportunities. You will be a key facilitator at these trainings.

Qualifications:

- Commitment to **uphold Summit's values**, belief that all children deserve a rigorous and equitable education that prepares them for college and for life
- **Bachelor's Degree** (a Master's Degree or above preferred)
- Experience with **school technology** required
- **4-5+ years experience** in education
- **Ability to travel** for 40% of work time
- Clear **health and background check**

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,

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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.

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.