

POSITION ANNOUNCEMENT

STATWAY DIRECTOR/ASSOCIATE PARTNER Developmental Mathematics in Community Colleges Project The Carnegie Foundation for the Advancement of Teaching

The Carnegie Foundation for the Advancement of Teaching is an operating foundation located in Stanford, California. Chartered in 1906, the Foundation has carried out a wide range of activities and research to support and advance the work of educators at all levels. The Foundation is currently undergoing a significant transition in its program of work. The new focus seeks to pioneer a radically different model of educational research and development capable of advancing improvements in student learning at scale. Carnegie's approach is organized around the core problems of practice, embedded in the day-to-day work of improving teaching and learning. Carnegie's strategy is to form and support Networked Improvement Communities, made up of teachers/faculty, students, researchers, design/developers, institutional leaders and policy makers, working together on a common problem. The Carnegie Hub serves as the integrating structure for these various networks.

The first problem being addressed by Carnegie in this fashion is the extraordinarily high rate of failure in developmental mathematics in America's community colleges. The goal of the Developmental Mathematics project is to double the proportion of community college students who, within one year of community college enrollment, are mathematically prepared to succeed in further academic study and/or occupational pursuits. One of our strategies is to redesign developmental education by creating *an integrated pathway to and through statistics*. We see this as one alternative to the traditional developmental mathematics sequence. Our work on this problem is intended to demonstrate how a more vibrant research and development infrastructure for improvement might be organized and function successfully. Please visit our website for more information on our work: www.carnegiefoundation.org

The first phase of this work is the Statistical Pathway (Statway) Initiative. The Foundation is currently seeking a full-time Statway Director who will report directly to the Senior Partner for the Statistics Pathway (Statway) and Mathematics Pathway (Mathway) Initiative, and is responsible for planning, implementing and coordinating the work of the Initiative. This position is the primary resource for the Statway Collaboratory and is responsible for working directly with external research partners and campus teams, coordinating and scheduling their work and assuring that timetables for deliverables are met. This position will also be responsible for scheduling the work of the campus administrative representatives from the campus teams to focus on institutional policies, practices, and procedures, and providing leadership and guidance to the campuses regarding faculty load and scheduling issues, seeking course approvals, advertising the Statway in the schedule of classes, recruiting students appropriate for the Statway, and working to secure articulation of the Statway as a transferable course.

The Statway Director will also coordinate with the Carnegie Hub Senior Partner and external research partners in directing the work of the faculty R & D teams and the Institutional Research teams at the Collaboratory campuses, to assure that the Statway development and implementation is timely and effective. The Director will work closely with the Mathway Director in coordinating the work of the two pathways to assure that there is clear communication and effective integration, as needed.

As part of an integrated team, the Statway Director will take responsibility for duties including but not limited to:

Overarching Statway tasks

- Establishing and implementing a governance structure to oversee and direct continuous improvement of the Statway, including ongoing reviews and revisions.
- Overseeing the review and revision process.
- Overseeing the day-to-day work of consultants and contractors for Statway
- Supervising day-to-day operational issues and communications related to the Statway.
- Implementing the Initiative's schedule and timetable with respect to progress and deliverables.
- Initiating the necessary meetings and field visits, including those which are part of the MOUs with participating Collaboratory colleges; scheduling regular meetings with initiative team members.
- Planning and coordinating the summer Institute
- Working with the faculty-in-residence and coordinating their work into the Statway

- Working with external research partners in the development of the Statway materials and then in the instructional improvement cycles
- Coordinating and monitoring Initiative work plans, revising as needed and as appropriate to meet changing needs.

Collaboratory tasks

- Working directly with the Campus teams
- Executing the timelines and deliverables of the Collaboratory.
- Interpreting the MOU to the Collaboratory
- Serving as the administrative point person for the Collaboratory overall, and for the colleges in particular
- Serving as the Collaboratory Network Coordinator. This will involve training and coordinating the “coaches” who will make field visits to the Collaboratory colleges.
- Soliciting and reviewing progress reports from the Collaboratory colleges and providing feedback.
- Representing the Carnegie Foundation and the Sr. Partner for the Statway/Mathway Initiative positively, professionally, and effectively when communicating directly with internal staff, external partners, and other constituents in the fields of education and policy.
- Other special projects as assigned.

Education/Experience requirements:

- Proven successful experience in faculty leadership.
- Experience in pedagogical techniques and training.
- Must be able to work collaboratively and harmoniously as a member of close knit program and administrative teams, creating a sense of collaboration while being sensitive to diverse opinions and personal styles.
- Must be very flexible and comfortable working in an environment with a high degree of ambiguity and where processes, timelines, and targets are evolving.
- Must have strong organizational skills and the ability to multi-task quickly and effectively and meet multiple, frequently shifting deadlines in a calm, courteous, and professional manner, despite the pressure of multiple timelines.
- Must have strong English verbal and written skills; must be able to communicate effectively, both one-on-one and in larger groups, with internal staff and external partners. Effective communication skills are necessary as this individual should be able to represent the Sr. Partner in her absence. Strong presentation and public speaking skills
- A minimum of a master’s degree and at least five years of experience in community colleges: teaching, preferably teaching statistics and/or mathematics, and/or community college management, is required. A combination of education and experience equivalent to this requirement may be considered.
- Three or more years of relevant, solid, high-level administrative/project management experience is preferred; experience working in the field of education or in a non-profit environment is a plus, but not required.

Application Procedures

The Carnegie Foundation offers a competitive salary and very generous benefits in a pleasant and friendly work environment. Review of applications will begin immediately, and the position will remain open until filled. To request the complete job description or to apply, please refer to Job Code CFSD-0510 in the subject line and send, email, or fax cover letter, salary expectations, and resume to:

Ms. Charlene Moran
 Director of Human Resources
 The Carnegie Foundation for the Advancement of Teaching
 51 Vista Lane
 Stanford, CA 94305

Phone: 650/566-5100 Fax: 650/326-5312 Email: resumes@carnegiefoundation.org