



PUBLIC ALLIES
Everyone Leads

Public Allies at
Eagle Rock School & Professional Development Center

Program Director of Public Allies, Eagle Rock

Overview

Do you want to make a real impact in education by empowering diverse young professionals to enter the field? Are you able to nurture the brilliance and leadership of young people? Would you like to work at an intentionally-diverse, tuition-free boarding school based on antiracism, relationships, and beloved community?

The Program Director of Public Allies, Eagle Rock is responsible for facilitating all aspects of our Public Allies Fellowship Program, a year of service for diverse young professionals entering education. Established in 2002, the program is situated at Eagle Rock School and Professional Development Center. Eagle Rock is both a tuition-free residential high school for students who were not well-served by their previous schools and a professional development center committed to school change across the country. Public Allies' mission is to create a just and equitable society and the diverse leadership to sustain it. Both Eagle Rock and Public Allies are anti racist, social justice organizations committed to building liberation through the dismantling of systems of oppression and the empowerment of young people.

The PAER Program Director hires a team of 8-13 fellows annually, provides training and mentorship over the course of the year, and coordinates all aspects of the program. We are looking for a dynamic individual who will collaboratively lead the program to fulfill our antiracist, social justice commitment in supporting young professionals while navigating the unprecedented conditions created by COVID-19.

We want to hear from you if you are committed to antiracism and social justice; if you have boundless energy; if you're looking to be part of a community, not just a workplace; and if you have an inherent trust in -- and fierce advocacy for -- young people.

If you haven't yet, please check out our websites for more information (www.eaglerockschool.org and at <https://publicallies.org/eaglerock/>)

POSITION TITLE: Program Director of Public Allies, Eagle Rock (PAER)

REPORTS TO: Director of Professional Development at Eagle Rock and Vice President of Programs at Public Allies; The PAER Program Director is employed by the Public Allies National Office, supervised onsite at Eagle Rock.

JOB OBJECTIVE: The Program Director of Public Allies, Eagle Rock is responsible for all aspects of running our Public Allies Fellowship Program, a year of service for young professionals entering the field of education.

QUALIFICATIONS: Bachelors or Masters degree; strong organizational and leadership skills; antiracist hiring experience; experience mentoring diverse young professionals; facilitation and training experience, particularly related to inclusion, equity and anti-oppression work; ability to work collaboratively with students, fellows, and other staff; experience working with diverse young people including individuals who identify as LGBTQ and individuals from diverse racial, ethnic, and cultural backgrounds.

The successful candidate for this position will possess the following attributes: a deep love of young people; the embodiment of an antiracist, social justice commitment in personal disposition and programming choices; knowledge of effective practices in hiring diverse staff; demonstrated success in mentorship and training of young professionals; adept interpersonal skills; a sense of humor; visionary thinking; a commitment to lifelong learning; seasoned judgment; and an appreciation for the fact that working at a residential school is more of a calling than a job.

RESPONSIBILITIES:

Recruitment and Hiring of Public Allies Fellows

- Recruit and hire 8-13 fellows annually, including recruitment, application review, managing interview process, and offering positions
- Provide and manage all administrative information, forms and support relative to Eagle Rock and Public Allies year of service and related stipends and benefits
- Facilitate process for incoming fellows to qualify for our alternative licensure program, certified by the Colorado Department of Education
- Establish open lines of communication with newly hired fellows before their arrival

Onboarding and Training

- Collaboratively design and deliver a week-long onboarding experience to welcome new fellows into Eagle Rock
- Provide ongoing training to fellows aligned with Public Allies curriculum and Eagle Rock's Alternative Licensure Program through which fellows earn their teaching license
- Facilitate Team Service Projects (TSPs) which fellows complete as a way of contributing to sustainable change at Eagle Rock
- Plan and facilitate two full-day retreats

Maintaining Quality of Fellowship Experience

- Facilitate Public Allies specific curriculum and processes such as Individual Development Plans, 360 Feedback Assessments and Pathways supports
- Review and approve time logs and monthly service reflections
- Liaison with fellows about their needs relative to Eagle Rock, including housing (which is provided to fellows in a shared dwelling on campus)
- Support a positive team culture amongst fellows, attending to the fact that they both live and work together
- Support fellow supervisors as mentors of fellows and with fulfilling reporting requirements to Public Allies

Mentorship of Fellows

- Hold one on one meetings with fellows and and three way meetings with fellows and supervisors.
- Collect feedback on fellow performance and provide coaching for professional growth.

Administrative Processes

- Maintain fellow files and paperwork
- Contribute to PAER website
- Manage reporting and paperwork requirements of Public Allies:
- Manage health insurance setup and support

Public Allies Requirements

- Attend Public Allies meetings as necessary (site director calls, trainings, updates on procedures and grant requirements, retreats, etc)
- Manage member and partner contracts
- Monthly one-on-one calls with PA supervisor

Organization-Wide Involvement

- Participate as an active member of the Professional Development Team, committed to antiracist, student-centered educational change across the country

- Participate as an active member of one of the residential house teams, including an interest in serving as a house parent
- Co-create and deliver engaging student programming opportunities as part of an evening program team. Regularly work one night a week on this team and periodically work weekend shifts
- Perform other duties related to being an active community member at Eagle Rock including advisories, intramural participation, community meetings, service projects, house team participation, driving, and other events
- Share your unique skills with the school (e.g., organizing, sports, spiritual practices, poetry, yoga, hiking, magic tricks, etc...)
- Be an active member of the ERS community beyond this job description.

Compensation

Salary range of \$50,000-\$60,000 based on experience; competitive benefits package.

Application Materials

Interested applicants should submit a cover letter, resume, and 3 professional references (phone number and email address) as **one** document submitted through <https://tinyurl.com/PublicAlliesEagleRock>. Clarifying questions can be sent to sbertucci@eaglerockschool.org. No phone calls, please. We will ONLY accept electronic submissions through the link above. NO paper or fax materials will be considered.

Hiring Timeline*

Application Deadline: July 27, 2020

First Round Interviews: July 20-July 31

Finalist Interviews: August 3-7

Start Date: August 24, 2020

*We are committed to hiring the right candidate, even if it requires flexing this timeline.

Public Allies is an equal opportunity employer committed to diversity in the workplace.