



A Union of Professionals

Notice of Open Position

Nov. 16, 2021

<b>Job Title:</b>	Professional Development Course Coordinator	<b>Unit:</b>	AFTSU (Assistant Director)
<b>Posting Number:</b>	AOF-39-57-1121-V	<b>Supervisor:</b>	Director of Professional Learning and Engagement
<b>Department:</b>	Educational Issues	<b>Annual Salary:</b>	\$113,712

The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining, and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities to apply.

**Position Summary:** The assistant director will be responsible for coordinating a variety of structures and activities that train, support, and assure the high quality of AFT’s Professional Learning courses, and its network of trainers, while modifying these structures and activities as the program adapts to future demands.

The assistant director will improve and coordinate initiatives aimed at strengthening union-sponsored professional development; support AFT affiliates on curriculum and instruction-related issues—with particular emphasis on culturally responsive pedagogy; participate on AFT’s behalf in related meetings, policy forums and conferences, and handle other policy- and practice-related tasks as assigned.

They will work under the direction of the director of Professional Learning and Engagement, and collaboratively with the professional learning team, as well as with various staff within and beyond the educational issues department.

- Position Responsibilities:**
- Instruct and support AFT national trainers in the areas of Strategies for Student Success, Instructional Strategies that Work across Disciplines, Developing Effective Professional Development and School/Family Connections for face-to-face, blended and on-line learning.
  - Work with eLearning instructional designer(s) as a subject matter expert oversee courses converted to online and blended learning.
  - Build capacity of local and national trainers in identified content areas.
  - Collaborate with department staff to develop and present content for the Center for School Improvement conference.
  - Identify and capture successful examples of peer-led professional development at the local affiliate level and facilitate sharing via Department and AFT publications and social media.
  - Provide support, training and necessary technical assistance to state and local affiliates around professional learning and member engagement strategies.
  - Work collaboratively across AFT departments and with AFT’s Professional Learning Team.
  - Coordinate virtual and in-person study visits for various groups of stakeholders, including state and local affiliates and, when appropriate, national partners.
  - Make presentations to affiliates and other groups and represent AFT at professional meetings and other external partner "tables."
  - Other duties as assigned.

- Primary Knowledge, Skills and Abilities:**
- At least six years’ teaching experience, with an advanced teaching degree.
  - Demonstrated knowledge of AFT’s professional learning program and AFT initiatives.
  - Specific knowledge of AFT professional development and experience as a trainer preferred.
  - Knowledge and understanding of current education issues.
  - Experience coaching professional development trainers.

**AFT is an Equal Opportunity Employer**

*The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

- Excellent organizational and writing skills; project management skills; effective interpersonal and analytical skills.
- Significant experience in technology, marketing strategies and unions.
- Understanding of a collaborative leadership.
- Capacity to develop and sustain existing partnerships, and to convene networks of practitioners and national partners.
- Excellent written and verbal communication skills.
- Experience or understanding of the AFT and/or its affiliates is a plus.

**Work Environment:** Work is generally performed in an office environment and moderate travel is required. This position is based in Washington, D.C.

**How to Apply:** Applicants should submit a cover letter and resume to the director of human resources via the following link: [https://www.appone.com/MainInfoReq.asp?R\\_ID=4148765](https://www.appone.com/MainInfoReq.asp?R_ID=4148765).

**Internal Posting Period:** Internal posting period expires Dec. 1. External applicants may be considered as of Dec. 2.

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