



TRUE KIDS 1
Youth Media for the Digital Age

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True Kids 1
Director of Education

Job Description

Organization

Founded in 2017, True Kids 1 (TK1) teaches, trains, and inspires K-12 students across northern New Mexico for the digital age. We achieve this through five separate but connected program areas of digital-media instruction for students and teachers. For more on this, please visit our website: www.truekids1.org.

Position

As part of a growing and dynamic nonprofit team based in Taos, NM, the Director of Education will play a lead role in designing, delivering, and evaluating TK1's educational programs. The primary focus of the position will be on further developing TK1's in-school programs, particularly by aligning TK1 approaches with Common Core Standards and the specific needs of individual schools, classrooms, teachers, and students. The Director of Education will work closely with teachers, developing and leading at least three different professional development opportunities for teachers every year.

The Director of Education will make strong and routine contributions to TK1's after-school, out-of-school, special events, and summer programs. The successful candidate will regularly mentor students who wish to take their work beyond the classroom, and will apply a spirit of high creativity to ensure TK1 programming remains innovative and responsive to local need.

This position can be considered a hybrid post, with up to 30% of any given week spent in, for instance, a home office. The remaining 70% will be divided between a desk at TK1 Headquarters in downtown Taos and at schools across Taos County, Colfax County, and Rio Arriba County. This position requires the candidate to be based in northern NM.

This position starts at \$70,000/annum, with annual performance reviews determining salary adjustments. Following three months of employment, the Director of Education is entitled to a health benefit reimbursement of \$454/month, a TK1-owned laptop, a cell-phone stipend, and home-office support. The position carries 10 days of vacation, 5 personal days, and 5 sick days. Additionally, TK1 observes all federal holidays, and is closed on Black Friday and for the week between Christmas and New Year's Day (with actual dates determined every year).

The Director of Education reports to TK1's Executive Director, and will, at various times, have direct reports, including TK1 Media Mentors (consultants), interns, and students. ***See page 4 for details on how to apply.***

Requirements

The successful candidate will:

- Have a BA degree, though an MA or other graduate degree is preferred;
- Have at least eight years of experience in education, four of which are directly related to the duties and responsibilities specified in this posting;
- Have a degree or degrees from accredited institutions above the minimum education requirement.

Expectations

It is expected that the successful candidate will:

- Be a highly creative and flexible leader;
- Have demonstrated abilities to teach in K-12 classrooms, ideally in a New Mexico context;
- Have strong fluency in various media tools, software, and approaches, including an understanding of the role media and technology can and does play in schools, from photography to video to social media and beyond;
- Have strong skills and experience in evaluation;
- Have excellent computer and writing skills;
- Be fluid in a highly professional work environment, including virtual environments;
- Speak some Spanish (with an intermediate-speaking candidate preferred);
- Successfully manage short-term consultants;
- Have an existing set of accomplishments with nonprofits, school classrooms, and/or other small organizations; and
- Be a fierce social-justice advocate, a strong networker and public speaker, and ready to advance all elements of TK1's Diversity, Equity, and Inclusion framework.

The successful candidate must sign all policies contained in the TK1 Employee Handbook. The successful candidate will undergo any/all background checks required by TK1, and/or by individual school districts, charter schools, or Native American schools.

Responsibilities

The Director of Education will add essential pedagogical and school-system knowledge to the TK1 team, applying a dynamic and engaging spirit to classroom instruction. Noting that the below percentage allocations are subject to change, the Director of Education will:

1. Design, lead, and evaluate all TK1 in-school programs (50%).

- Working with teachers, administrators, and, in some cases directly with students, design TK1 in-school programs (typically a five-block set of workshops per class), building on and improving existing TK1 workshops, programs, and approaches. Collaborate with TK1's ED and Director of Media to ensure all programs connect with TK1's mission and other programs.

- Offer some in-school programs in Spanish. *Bilingualism is not a requirement of the post, but an intermediate-level Spanish speaker is preferred.*
- Lead instruction in K-12 classrooms primarily in Taos County, but also including particular schools in Colfax and Rio Arriba Counties.
- Offer some instruction virtually (e.g. via Zoom or other online platform).
- Develop, with TK1's ED, evaluation approaches per set of workshops, applying evaluative instruments with students and teachers, and finalizing evaluation reports. Complete all additional reports required for any funders of in-school programs.
- Identify, develop a scope of work, and manage Media Mentors (i.e. consultants) charged with delivering additional TK1 programs. In some cases, these mentors will report directly to the Director of Education.
- Maintain and nurture strong, positive relationships with administrators, teachers, and students served by TK1 programs.

2. Design, lead, and evaluate all TK1 Professional Development (PD) Opportunities (15%).

- It is expected that TK1 will offer up to three PD opportunities every year, primarily in August before school resumes. The Director of Education will design, deliver, and evaluate PDs.
- Liaise with appropriate administration officials in ensuring PD opportunities align with school needs.
- Collaborate, where necessary, with other stakeholders in the design or delivery of PDs.
- Determine a funding structure for PDs, including offering scholarships to teachers, writing grants for funders, and/or offering fee-for-service PDs to school systems.
- Engage with Media Mentors who may have already offered TK1 PDs, or who may add value to existing or future PDs.

3. Contribute to after-school, out-of-school, special events, and summer programming (15%).

- Recognizing the strong teamwork of TK1 staff, the Director of Education will be highly knowledgeable of, and an occasional leader or participant in any of TK1's other programs.
- Contribute to the design, delivery, and evaluation of any other TK1 programs as interest or demand dictates.
- Speak publicly at special events, maintain strong relationships with area funders and philanthropists, and contribute to TK1 grant writing as appropriate.

4. Mentor students individually (10%).

- At any given time, TK1 has up to 20 students benefiting from one-on-one instruction with TK1 staff. The Director of Education will identify students in classrooms, recruit them for after-school and out-of-school programs, and determine an appropriate course of mentorship with other TK1 staff.

5. Lead projects as assigned by the Executive Director or the TK1 Board of Directors (10%).

- These projects could include contributing to grant writing and grant reporting; website content creation; media output creation; gear maintenance; developing new program areas or special projects; actively participating in staff meetings and, as appropriate, meetings of the TK1 Board of Directors.

Start Date

The successful candidate will start in the window of May 1 – June 30, 2022, with an earlier start date preferred.

To Apply

Applicants should submit a cover letter and a CV outlining relevant professional experience *as individual and clearly labeled .pdf attachments* to admin@truekids1.org. Applications will be assessed on a rolling basis, and thus applicants are encouraged to submit their interest ASAP. **No paper applications will be accepted.**

For questions and additional information, please email admin@truekids1.org. **No phone calls posing job-related questions or seeking clarification will be answered.**