

Executive Director, Center for the Support of Excellence in Teaching at Stanford University

The Graduate School of Education at Stanford University seeks an Executive Director with a strong entrepreneurial spirit and proven expertise to provide leadership, in partnership with the Faculty Director, for the Center to Support Excellence in Teaching (CSET) at Stanford University. The Center to Support Excellence in Teaching engages in cutting edge research and professional development activities to support teacher learning and improve the quality of PreK-12 teaching in our nation's schools. The Executive Director will work collaboratively with faculty across the university, with Center staff, and with districts and schools to develop programs and activities to implement this mission of research and development,

The Executive Director will provide organizational leadership for CSET and will be responsible for the overall coordination, execution, and ongoing management of Center activities and operation, including budget and finances. The core work of the Center is to research and design professional development for practicing teachers across a variety of disciplines and grade levels; the Executive Director is responsible for leading these efforts and working with faculty and staff who plan and carry out these research and practice-focused activities.

The Executive Director will build and maintain relationships with faculty from across the university, as well as with existing programs for teachers, through work with the Office of Science Outreach and other groups across campus, and with the teacher preparation program (STEP) in the Graduate School of Education. Looking outward, the Executive Director will be expected to build strategic partnerships with schools, districts, and other education networks to identify their needs and resources, to organize the recruitment of teacher participants, and to coordinate follow-up support for teachers.

The Executive Director will also play a primary role in Center research activities, including writing and managing research grants, collaborating on research projects with Center faculty and staff, and communicating research results to various stakeholders, including donors.

Depending on the specific record of education, professional experiences, accomplishments, and publishing by a candidate, a position of faculty (Research) in Stanford's Graduate School of Education could be considered as part of this appointment.

Detailed Responsibilities

The Executive Director will:

- Provide leadership for a team of professional staff, graduate students and faculty members.
- Engage in grant writing for research related to Center's research agenda
- Collaborate with Center faculty and staff on Center research
- Develop and maintain relationships with faculty and staff from across the university who share an interest in the professional development of teachers in specific disciplines
- Build and sustain productive relationships with schools, districts and other education networks.
- Provide managerial and financial oversight for all activities and operations of the Center

- Partner with the GSE's Development Office to identify prospective donors, and also pursue funding from public and private foundations and agencies.

Qualifications

- Proven experience in organizational leadership and management, including the skills to develop, finance, and lead a complex organization, serving multiple stakeholders, both internal and external to the university.
- Record of successful grant writing and grant management
- Record of successful experience as researcher in the broad area of teacher learning and professional development
- Knowledge of the professional development landscape and needs of K-12 teachers in the United States.
- Knowledge of school curricula and content standards to which teachers are held responsible.
- An advanced degree; a teaching and/or administrative credential is highly preferred, working experience in higher education highly preferred.
- A minimum of 7 years of relevant experience required.

Online applications are available and highly recommended. Interested candidates should submit a letter of interest, full vita, and names of three references. To apply, please visit <https://academicjobsonline.org/ajo/jobs/2561>.

If it is not possible to apply online, please mail the requested items to:

Jackie Schmidt-Posner, Ph.D.
Interim Executive Director
Center to Support Excellence in Teaching
Graduate School of Education
Stanford University
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Stanford, CA 94305

Questions pertaining to this position may be directed to Dr. Schmidt-Posner:

jsp@stanford.edu
Tele: 650-498-5177

Stanford University is an equal opportunity employer and is committed to increasing the diversity of its faculty. It welcomes nominations of and applications from women and members of minority groups, as well as others who would bring additional dimensions to the university's research, teaching and clinical missions.