



**POSITION ANNOUNCEMENT**  
**Training Manager**  
**Collaborative for Academic, Social, and Emotional Learning (CASEL)**

**Organizational Summary:** CASEL is a 501(c) (3) not-for-profit organization that works to advance the science and evidence-based practice of social and emotional learning (SEL) in order to promote children's success in school and life. SEL is a process for helping children and even adults develop the fundamental skills for life effectiveness, teaching the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. These skills include recognizing and managing emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically. CASEL's priorities focus on the benefits of PreK-12 SEL programming; how SEL coordinates with other educational movements; research and training in SEL implementation; assessment; school and district leadership development; educational policies; and communications. CASEL was founded in 1994 by a group of educators, researchers and activists, including Daniel Goleman, the author of *Emotional Intelligence*, and educator/philanthropist Eileen Rockefeller Growald.

Through significant multi-year funding from one of the country's leading philanthropists, CASEL is currently engaged in infrastructure and capacity building to support its long-term strategic goals to 1) advance the science of social and emotional learning, 2) expand integrated, evidence-based SEL practice and 3) strengthen the field and impact of SEL.

**Position Description:** The Training Manager is responsible for the successful design, implementation, and monitoring of training and technical assistance to education audiences ensuring that the latest training methodologies and technologies are used.

**Reports to:** Director of Program

**Qualifications:**

1. Bachelor's degree required, preferably in educational administration, instructional design, communications or a related field. Master's degree preferred.
2. 8-10 years experience in development and delivery of professional development, preferably in a school district or education agency. A background or familiarity with Social and Emotional Learning would be an asset.
3. Accomplished trainer and communicator, with presentation skills to represent CASEL nationally.
4. Demonstrated experience in managing technical assistance activities including program monitoring and implementation support.
5. Knowledge of curriculum planning and coaching for effective implementation of school improvement strategies
6. Excellent leadership, self motivation, interpersonal and communication skills.
7. Detail oriented with strong organizational and analytical skills.
8. Proven ability to meet deadlines/successful completion of deliverables.

June 9, 2009

9. Ability to model social and emotional competence and ethical behavior.

**Primary Functions**

1. Recruit instructors, secure coaches, and develop a national network of professionals to support and promote SEL professional development for practitioners.
2. Provide direct training and coaching in a variety of settings including school districts, national workshops, and conferences of professional associations.
3. Ensure a professional learning environment through cultural sensitivity, group motivation, group interaction, effectiveness of instructors, and professional integrity of the content.
4. Oversee the evaluation of all training and technical assistance activities and the development of needed improvements.
5. Provide management and leadership to the training and technical assistance team through coaching and the creation of professional growth plans to facilitate their success.
6. Prepare budgets, review actual versus budgeted expenditures, and report on program implementation and evaluations by participants.
7. Develop ongoing relationships with school districts, states, and national organizations regarding services, timelines, and deliverables.
8. Work closely with the Program Department staff to execute CASEL's overall strategic plan.
9. Participate in CASEL Program Team; attend meetings and events to build relationships with CASEL colleagues and customers.
10. Invest in personal development and remain current with the SEL field.

**Compensation:** Competitive salary, vacation and benefits package. CASEL is an equal opportunity employer.

**To Apply:** No telephone calls, please. Please e-mail [search@casel.org](mailto:search@casel.org) with the following information:

- Cover letter with salary requirements
- Resume
- Names and contact information for three professional references