



**Collaborative for Academic, Social, and Emotional Learning
Position Announcement for Director for Information Technology
Posting Date: December 7, 2011**

Organizational Summary:

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of school-based social and emotional learning (SEL). CASEL's mission is to make social and emotional learning an integral part of education from preschool through high school throughout the U.S. CASEL is now poised to dramatically expand its efforts and its organization. With committed and growing philanthropic funding and a new strategic plan, CASEL will endeavor to:

- Support breakthrough examples of systemic SEL in large school districts and socio-demographically diverse school districts across this nation
- Promote federal and state policies, including learning standards, that encourage academic, social, and emotional learning
- Build a research base for implementing district-wide SEL and develop tools to accelerate high-quality implementation nationwide
- Partner with SEL program providers, colleges of education, and professional organizations to support scaling of SEL
- Strategically communicate to foster widespread demand for SEL as an essential part of students' education at the school, district, state and national level

CASEL has been a national collaborative since 1994, but as a recently established not-for profit organization, it is also in a period of rapid growth. The staff supports the increased activities of the Board of Directors and various national working and advisory groups, manages research projects, provides training and technical assistance, develops new tools and methods for SEL implementation, and disseminates information from the field. The current work environment is fluid and fast-moving. For more information about our work, please visit:

www.casel.org.

Position Description and Responsibilities:

CASEL has an immediate need for a Director for Information Technology to assess, plan, establish, and administer the overall policies and operations of CASEL's information technology. Under the direction of the Vice President for Operations, the Director will work closely with CASEL's Executive Team, and serve as a member of the Senior Management Team, to carry out tasks to develop a comprehensive, robust, and cost effective IT system for current and expanded uses in research, practice, external affairs, and operations. Expanded use patterns include: growing staff and consultant base, widely distributed uses and audiences, demand for on-line professional development tools and other highly interactive applications. The Director for Information Technology will also play an active role in strategic business decision-making at CASEL, ensuring alignment among organizational strategy, technology strategy, and technology operations. The Director will

have an opportunity to hire staff and consultants and will also be expected to directly contribute to work products in addition to directing the work of others.

Major responsibilities will include:

- Creating Strategic Plan for Information Technology – Director for IT responsibilities include:
 - Conducting a thorough assessment of CASEL’s IT capabilities and recommending opportunities to improve functionality or effect cost savings
 - Reviewing CASEL’s business plan and identifying projects for expanded use of IT /online tools to support CASEL’s objectives
 - Developing and documenting short and long range implementation plans and budgets
 - Periodically updating IT strategic plan based on business needs and new technologies

- Ensuring optimal performance of day to day technology operations - Director for IT responsibilities include:
 - Ensuring that systems and configurations for servers and workstations are functioning properly
 - Ensuring that information systems and data are subject to sufficient security provisions
 - Creating and enforcing IT policies and procedures for staff members
 - Recommending appropriate hardware and software purchases and overseeing installation
 - Hiring and managing vendors and staff members responsible for carrying out routine IT functions

- Overseeing projects identified in strategic plan, examples of which may include
 - Developing tools and methods to support CASEL’s national initiative to implement social and emotional learning in school districts across the country
 - Developing interactive tools based on content developed by the Practice and Research Departments to support school-wide and district-wide implementation (e.g., selecting an evidence-based SEL program; readiness, implementation, and evaluation rubrics)
 - Developing interactive tools for teachers to use in the classroom and with their students (e.g., formative assessment, progress reporting)
 - Developing electronic tools and methods to support CASEL’s knowledge dissemination to a variety of audiences: researchers; SEL providers; school- and district-based teachers, administrators, student support staff; and advocacy organizations.
 - Designing and implementing indexes of on-line reference resources in research, practice and policy
 - Designing and implementing on-line supports for CASEL training and convenings (e.g., enrollment/registration, pre-event materials distribution, post-event follow-up).
 - Overseeing the upgrade of CASEL’s server to support increased headcount, usage and functional needs

Qualifications

CASEL seeks a highly motivated individual with 10-15 years of accomplished professional experience in the information technology field that demonstrates extensive experience and judgment to oversee CASEL's information technology operations.

The ideal candidate will have the following experience, expertise and skills:

- Bachelor's degree in computer science, systems engineering , or related field is required, an advanced degree is preferred
- At least ten years of experience managing enterprise information technology systems or equivalent consulting experience
- Exceptional written, oral, interpersonal and presentation skills
 - Adept at listening to user needs, translating technical jargon into language accessible to users, and providing training to users on IT applications
 - Ability to build relationships and communicate effectively with user groups, CASEL senior management, and CASEL's board of directors
- Experience designing and maintaining websites
- Extensive experience in planning and implementing new systems on-time and within budget
- Previous IT experience with national organizations that demonstrates familiarity with the IT demands of distributed stakeholder groups
- Experience in leading and directing the work of others
- Demonstrated commitment to social and emotional learning, or the field of education in general, is a plus

The desire to work in a highly collaborative, entrepreneurial environment where taking initiative, working well in teams of internal and external colleagues, and perseverance in the face of challenges is a must.

Position Start Date

CASEL is seeking an experienced professional to begin as soon as possible on a full time basis.

Compensation

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

To Apply

Please email a resume and thoughtful cover letter outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

CASEL is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.