



**An Invitation to Apply for the Position of  
Professional Learning Manager  
Collaborative for Academic, Social, and Emotional Learning (CASEL)  
Chicago, Illinois  
July 2019**

**Organizational Summary:**

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL's mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform policy. Together, we are enabling all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students' education at the classroom, school, district, state, and national level.

CASEL is overseen by a distinguished 14-member Board of Directors. They include Timothy P. Shriver (Chair), Ann S. Nerad (Vice Chair), Roger P. Weissberg (Vice Chair), J. Lawrence Aber, David Adams, Stephen D. Arnold, Marc Brackett, Catherine Bradshaw, Deborah Delisle, Paul Goren, Janice Jackson, Chi Kim, Kim Schonert-Reichl, and Andrea Wishom.

**Position Description:**

The Professional Learning Manager will report to the Director of Field Learning and the Senior Director of Practice and help lead the development of professional learning engagements and modules in alignment with CASEL's District and School Theories of Action. This person will also provide coaching, training, and technical assistance to new and current partner districts to build their capacity to lead a thoughtful and systemic approach to districtwide and school-based SEL in alignment with the areas of the CASEL District and School Theory of Action.

**Responsibilities include:****PROFESSIONAL LEARNING**

Support the translation of field-based, practitioner learning into actionable and practical knowledge through developing, implementing, and managing professional learning that supports districts and schools in systemic SEL implementation.

- Support the development and lead the execution of a professional learning strategy that supports the field in systemic SEL implementation in alignment with CASEL's theories of action
- Collaborate with CASEL consultants and staff in the creation and execution of presentations, virtual and in-person training modules, webinars, facilitation guides or other professional learning resources to support systemic SEL implementation in schools and districts
- Manage the design and execution of CASEL professional learning convenings, including Collaborating Districts Initiative convenings (Cross-District Meeting, Professional Learning Series, Equity Work Group, etc.); national conference; and other convenings
- Manage the design and execution of professional learning that facilitates the use of key CASEL products, including the CASEL Guide to Schoolwide SEL and District Resource Center
- Manage the continuous improvement of CASEL's professional learning and technical assistance offerings, including identifying innovative strategies for meeting the learning needs of districts and schools
- Develop facilitation guides, presentations, and other support materials for CASEL Consultants and district-based SEL leads to lead professional learning
- Develop new learning and expertise in effective professional learning strategies (both in-person and digital)
- Collaborate as appropriate with external partners in the develop of professional learning offerings
- Perform other related duties and participate in special projects as assigned.

**OTHER**

Contribute to major CASEL initiatives and goals, and provide overall contributions to the Practice team's learning and continuous improvement

- Share and exchange key learnings with CASEL teams, and participate in major CASEL events
- Continuously reflect and develop own professional skills that support in carrying out roles and responsibilities
- Support and participate in other projects as assigned by Director of Field Learning

## Qualifications

Individual with 10-15 years of accomplished professional experience, preferably in the field of K-12 public education. The ideal candidate will have the following experience, expertise and skills:

- Masters degree in psychology, education, or related fields is required; doctoral degree in related field is preferred
- Demonstrated knowledge and skills with inquiry approach in facilitating change processes and ability to model SEL best practices in consultation and adult learning approaches
- Significant experience planning, leading, and refining high-quality professional development
- District leadership experience with systems thinking for school improvement efforts and equity-informed practice
- Strong project management, organization and implementation skills, including staff supervision and development
- Excellent presentation, oral and written communication skills
- Highly reflective and analytical thinker
- Commitment to CASEL's mission and SEL development for every student
- Experience working with diverse populations is required; we seek to build a diverse team to support our partnering districts and professional learning efforts

## Compensation

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

## To Apply

Please email a **thoughtful cover letter and resume** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to [careers@casel.org](mailto: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.

*The Collaborative for Academic, Social, and Emotional Learning 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.*