Faculty Administrator

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both students and teachers. We are a rapidly growing 501(c)(3) non-profit organization based in Richmond, Virginia, but retain our core values that have brought us success. Our commitment is to supporting teachers and students, to building sustainable and collaborative communities, and to employing creativity and problem solving to an evolving and rapidly changing education landscape. We also remain an organization that values a healthy work-life balance, and a practice and belief that recognizes family comes first. Our funders include Amazon, Facebook, Capital One, Carmax, the Commonwealth of Virginia, the National Science Foundation, and many more amazing companies, government agencies, and individuals that value the need for a computer science-ready workforce.

The Faculty Administrator supports CodeVA’s implementation of hi-quality, rigorous computer science professional learning sessions and curriculum development by managing all aspects of CodeVAs faculty. Additionally, they manage the development and deployment of special projects as identified by Educator Engagement leadership.

The Faculty Administrator position requires a high degree of collaboration both within the Educator Engagement division and external stakeholders.

Job Responsibilities

- Nurture CodeVA’s faculty, including curriculum writers and training facilitators, in their work to conduct computer science professional learning sessions and develop computer science curriculum for Virginia public school teachers.
- Support the scaling of CodeVA Educator Engagement programs through the management of special projects as needed.
- Manage the budget for the faculty.
- Special projects as assigned.

- **Continuous Learning**
  - Develop and implement an annual strategic plan for the CodeVA faculty. This includes ensuring the faculty knowledge, skills and abilities support teachers implementing high-quality computer science instruction.
  - Plan and conduct CodeVA faculty training, including monthly faculty meetings and regular professional development.
• In coordination with Educator Engagement Leadership and CodeVA's Human Resources Manager, maintain all employment records.
• Conduct an annual review and revision of faculty-related policies and procedures, including the Faculty Handbook.

• High Quality Programs
  • Support CodeVA's Training Programs by ensuring the coordination of the creation of materials and the running of professional learning sessions.
  • Support CodeVA's Curricular Programs by ensuring the coordination of the development of curriculum and materials to support classroom teachers in the implementation of computer science instruction.
  • Develop and manage internal systems and processes necessary to maintain CodeVA's part-time faculty. This includes onboarding new faculty, managing the apprentice and recertification processes and evaluation of all faculty.
  • Manage assigned special programs including the development and piloting of new initiatives and ensuring the integration of these newly developed programs back into existing curriculum and professional learning programs.

• Faculty Development
  • In coordination with Educator Engagement Leadership, analyze CodeVA's training and curricular needs, identify existing faculty capacity and areas for development.
  • In coordination with Educator Engagement Leadership, conduct an annual analysis of curricular needs and identify existing faculty capacity and areas for development.
  • In coordination with CodeVA's Human Resources Manager, manage apprentice applications and hiring processes including promotion of new apprentice opportunities, scheduling faculty and staff to help review applications and scheduling all interviews.
  • Update and manage the apprentice development program, maintaining necessary records and providing coaching to apprentices as they work towards full faculty status.
  • Develop, implement and maintain an apprentice onboarding process.
  • Collaborate with Educator Engagement's management team in the development of new programs and initiatives.
• **Data Driven Practices**
  - Review data for all professional learning sessions to use in the coaching and evaluation of the apprentices and faculty. This data may include session survey results, session observations, team debriefs and outcomes of faculty training.

• **Support Grants and Research**
  - Ensure faculty are properly trained for programs/projects funded by research grants.
  - Coordinate with the Grants Manager to ensure faculty have all necessary information to correctly meet grant requirements, including information about IRB related data collection.

• **Internal Collaboration**
  - Support volunteer participation in Educator Engagement programs, ensuring faculty are aware of the importance of volunteers and have the information necessary to engage them in Educator Engagement programs.
  - Work with the Volunteer Coordinator to identify opportunities for engaging volunteers in professional learning sessions and ensure Community Engagement staff provide the information necessary for volunteers to be successful in their work with CodeVA.
  - Serve on working groups, committees and impact teams as assigned.

• **External Relationships**
  - Coordinate faculty training with external partners as needed. For example: Code.org's facilitator programs for the AP Computer Science Principles training.
  - Generate intellectual property and assist with dissemination, including writing, publishing and conference presentations.
  - Represent CodeVA at conferences and workshops as needed. Act as the ambassador for CodeVA's faculty program.

**Job Qualifications**

• Master's and/or advanced degree in Education or a related field OR similar work experience
• 3+ years experience leading adult professional learning sessions
• 3+ years experience in developing integrated computer science curriculum
• Demonstrated ability to manage a team
• Familiarity with public educational systems and computer science standards in Virginia
• Familiarity with Virginia's Computer Science Standards of Learning.
• Familiarity with collecting and interpreting data to make informed decisions
Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Occasionally stand and walk
- Occasionally lift up to 10 pounds

Benefits and Salary

Salary: $65,000 - $70,000

CodeVA offers a generous benefits package for full-time eligible employees, including 100% company provided health insurance base plan, with an option for employees to upgrade to a platinum plan, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, 12 weeks of fully paid parental leave, as well as generous holiday, sick, and vacation pay.

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply

Submit your resume and cover letter to HR@codevirginia.org no later than Tuesday, January 4, 2022. Please indicate “Faculty Administrator” in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.