JOB DESCRIPTION

We encourage diverse applicants because we believe having staff who authentically reflect the communities we serve is critical to our ability to be culturally responsive.

Effective 07 February 2022, IslandWood will require all staff, volunteers, docents, interns, and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation including Booster. This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients, and students. Waivers are available for medical and religious exemptions.

Job Title: Professional Development Coordinator – Urban Programs
Department: Urban School Programs
Reports To: Senior Manager of Professional Development
Classification: Full-time/Annual, Hourly/Non-exempt
Work Schedule: Monday through Friday in Seattle; flexible, some Saturdays and evenings as needed.
Work Location: Seattle and from home (dependent on COVID restrictions). This work includes traveling to trainings and schools in the Puget Sound Region.
Pay Range: $22.00 - $27.00
Benefit Package: Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

OVERVIEW:
IslandWood’s mission is to provide exceptional learning experiences and to inspire lifelong environmental and community stewardship. We deliver programs for teachers and students around Western Washington, including on our 250-acre campus on Bainbridge Island, at the Brightwater Center in Woodinville, in Seattle and across the region. The Professional Development Coordinator, based in Seattle, organizes the development, delivery and tracking of IslandWood’s Teacher Professional Development efforts.

IslandWood offers a variety of Professional Development (PD) opportunities to teachers. Professional Development Courses include a sequence of sessions spread out over a season with a focus on providing teachers culturally responsive, ready-to-use strategies that inspire environmental stewardship, deepen climate literacy, and connect science learning to students’ lives, identities, and communities. We are also focusing efforts on a high-opportunity focus school where we are offering all grade levels support in incorporating their schoolyard and community into classroom learning. In Tacoma, we provide professional development for an IslandWood-developed Next Generation Science Standards (NGSS)-aligned stormwater engineering science unit that will be implemented across all schools in the district. IslandWood is committed to continuing to expand, deepen and update our professional development work in the years to come.

We’re working to build a staff that reflects the racial and cultural diversity of teachers and their students. We believe having a staff that authentically reflects our community is crucial to our ability to support teachers. We’re looking for a dynamic culturally responsive individual to be a part of delivering innovative and inclusive professional development programs. We embrace a culture of learning, gratitude, joy, and accountability.

PRIMARY RESPONSIBILITIES:
Professional Development Program Development and Delivery (50%):
- Work with Professional Development Manager on developing and revising Teacher PD
- Create materials, presentations, resources, lesson plans/curricula to support Teacher PD offerings
• Collaborate with community partners and classroom teachers on the design and facilitation of Teacher PD offerings
• Incorporate best practices in inclusive, justice-oriented professional development into courses and workshops
• Support the further development of relationships with tribes, community-based organizations, and community members in the on-going effort to incorporate diverse perspectives, environmental justice and community needs into IslandWood’s PD
• Collaborate in the delivery of PD offerings including facilitation of large-group workshops both in-person and via ZOOM, as well as facilitating working groups with small numbers of teachers

Communications & Systems Management (40%):
• Implement systems for registering, tracking, and communicating with all PD participants
• Oversee and update teacher participants and campaigns in Salesforce database
• Support grant tracking, reporting, and assessment
• Oversee logistics of Teacher PD sessions including securing workshop locations, ordering food, and continuing education credits.

Internal and External Organizational Support (10%)
• Collaborate across the Urban School Program Team on various projects
• Support IslandWood’s statewide and community advocacy efforts around professional development and environmental and sustainability education as opportunity arises
• Collaborate on increasing Teacher PD offerings (including possible summer institutes, expanding to a larger geographic reach, etc.)
• Support IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values, and goals.
• Other work as assigned

QUALIFICATIONS:
• Has taught science and experience teaching children in outdoor settings
• Experience incorporating a culturally responsive approach to teaching and/or program design
• Ability to communicate with classroom teachers effectively and professionally
• Flexible and able to respond professionally to a variety of situations that may arise quickly
• Commitment to support IslandWood’s work towards justice, equity, diversity, and inclusion in the workplace
• Able to lift and carry up to 20 pounds and physically navigate outdoor environments
• Access to a car for travel to in-person Teacher PD offerings (may be required to transport supplies)
• Able to work Saturdays and evenings as needed
• Demonstrate IslandWood’s core values that enable teams and individuals to succeed with shared respect and purpose
• Must be able to comply with and maintain a drug-free work environment
• Must pass child safety screening procedure, post-offer.

DESIRED QUALIFICATIONS:
• Experience facilitating teacher professional development
• Teachers Certification and minimum of two years teaching in a school classroom or equivalent teaching experience.

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.