

Implementation Specialist - Spring 2023

About SPED Strategies

SPED Strategies believes every student with a disability deserves a high quality education in an environment where they thrive. We support leaders across all levels of the education system and community by connecting the dots between policy, funding, and academics to advance outcomes for students with disabilities.

The Opportunity

Long-standing inequities have driven poor educational outcomes for students with disabilities. SPED Strategies is on a mission to change this through meaningfully designed professional learning for school systems, leaders and educators. We are seeking an Implementation Specialist to assist in executing high quality systems and structures in service of disrupting traditional approaches to professional development to transform the learning experiences for all students. SPED Strategies has experienced rapid growth, and we are looking for someone who wants to bring their perspective, entrepreneurial spirit, and skills to our growing organization. The successful candidate for this role will have a relentless focus on improving outcomes for students with disabilities, a deep understanding of the importance of effective and efficient systems and processes to support the implementation of professional learning, and the ability to forecast challenges that may arise and propose aligned solutions in service of meeting team goals.

The Implementation Specialist will:

- **Transform Professional Learning.** Alongside the Managing Director of Content and Strategy, you will conceptualize, develop and receive feedback on creative, innovative resources to communicate our professional learning offerings. To do this, you will conduct research in order to develop marketing collateral and communication while engaging in iterative rounds of design by weaving together diverse stakeholder input. Most importantly, you will be driven by established deadlines and use proactive communication strategies to continuously update teammates in service of meeting project goals.
- **Enhance Existing Systems.** In pursuit of transforming professional learning, you will maintain pre-established processes, tools and strategies for the development, organization and execution of professional learning projects. As you implement them, you will reflect on what is working and what can be improved to more strategically work in alignment with project and organizational goals. You will use these reflections to drive continuous iteration to enhance the systems that drive our shared work.
- **Engage in Collaboration:** You will strategically work across teams within and outside of the organization to deepen structures and practices for collaboration as it relates to the design and execution of professional learning content. You will work with the Managing Director of Content and Strategy and the Manager of Content to identify and implement protocols, practices and structures that will ensure all stakeholders feel invested, understand their role and are set up for success in executing as it relates to the professional learning offering at hand.

What You Bring

SPED Strategies is looking for amazing people who believe in the full potential of students with disabilities, and the ability of systems to change to meet that potential. SPED Strategies may be a good fit if you are someone who is constantly learning and growing; are both comfortable with a team oriented environment and have an independent work ethic; and believe in the power of constructive collaboration to elevate our collective efforts.

A SPED Strategies Implementation Specialist will be someone who can:

- **Engage in Excellent Project Management:** You understand the big picture and how to strategically prioritize tasks in order to accomplish broader goals. You are able to effectively engage in multiple projects, priorities and people and communicate proactively if/when a project begins to drift off course.
- **Enhance Brand Identity:** You obsess over the details in all communication and marketing materials for professional learning as you know they directly impact our brand identity. You relentlessly pursue iterations on new and existing content design in service of enhancing our brand identity.
- **Act on Solicited Input.** You enjoy receiving, providing and integrating constructive feedback, challenging assumptions and beliefs, and continuously improving your effectiveness. You must have proven abilities in integrating diverse stakeholder feedback into a cohesive final product.
- **Leverage Proactive Thinking:** You act without being told what to do. When duty calls, you take matters into your own hands. Most importantly, you have a proven ability to anticipate possible challenges and proactively communicate solutions in service of meeting project goals.
- **Embody flexibility / adaptability:** You thrive in a fast-paced, entrepreneurial environment that requires you to adjust quickly to changing priorities and conditions. You enjoy responding to complexity and change, and know how to use ambiguity as an opportunity for innovation and advancement. You are excited to work in a new role, and know that role will evolve over time

Experience

SPED Strategies is seeking an Implementation Specialist with a demonstrated commitment to improving outcomes for students with disabilities. The successful candidate will have:

- Bachelor's degree required; advanced degree is a plus
- 3+ years of experience in K-12 education, a period of time focused on special education is a plus
- Experience designing professional learning or corresponding communication in platforms such as Canva, Google Suite and SmartSheet.
- Proven commitment to equity for all students, including students with disabilities, through practice
- Efficient planning skills with demonstrated ability to manage competing priorities and a dynamic schedule
- Comfort with ambiguity and complexity; ability to assess challenges, identify flexible solutions, and adapt as necessary
- Strong oral and written communication skills
- A demonstrated commitment to working through obstacles to achieve individual and team goals and following through on all tasks, big or small

Location & Compensation

This is a full-time position located from a home office anywhere in the country with some (~15% - 30%) travel expected. The salary range for this position is \$60,000 - \$75,000. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience, qualifications, and in alignment with internal equity. We offer competitive benefits including a 401(K) with employer match, full medical, dental, and vision coverage for employees, generous vacation time, family friendly policies, flexible work environments, and other benefits.

Equal Opportunity Employer

SPED Strategies is an equal opportunity employer. All applicants will be considered for employment without attention to disability, race, color, religion, sex, sexual orientation, gender identity, national origin, or veteran status.

To Apply

The priority application deadline for this position is March 1, 2023. After that date, applications will be considered on a rolling basis. To apply please send a resume and cover letter (optional) to lauren@spedstrategies.com.