



# Director of Professional Learning

## About the Organization

A professional association made up of 2,700 Oregon school administrators, The Coalition of Oregon School Administrators (COSA) serves as the umbrella organization for four school administrator associations: Oregon Association of Central Office Administrators (OACOA), Oregon Association of School Executives (OASE – superintendents), Oregon Association of Secondary School Administrators (OASSA) and Oregon Elementary School Principals Association (OESPA). In addition to the four associations, the COSA Equity Board provides ongoing leadership and counsel on all aspects of COSA's work. Together, the leadership of the Equity Board and four associations make up the COSA Board of Directors.

COSA is a coalition of K-12 education leaders committed to equity and to the success of every member and every Oregon student. We embrace and affirm the identity of each COSA member inclusive of race, ethnicity, mobility, language, marital status, gender, sexual orientation, gender identity, disability and religion. COSA listens to our members, and knows that each member matters – every single one of them.

The Coalition's budget reflects a strong investment in professional learning for school administrators and their teams; in government relations, policy and advocacy work; in administrative licensure and advanced degree programs; and in member support and services.

COSA was founded in 1974, and works in close partnership with a number of other education associations. The Coalition's offices are located in Salem, the state capital of Oregon. The COSA staff currently consists of 14 employees.

## The Current COSA Executive Team

- **Craig Hawkins**, Executive Director
- **Colin Cameron**, Deputy Executive Director of Learning, Licensure, Partnerships and Facilities
- **Morgan Allen**, Deputy Executive Director of Policy and Advocacy
- **Krista Parent**, Director of Executive Leadership and Licensure
- **Tina Acker**, Senior Director of Professional Learning
- **Parasa Chanramy**, Legislative Director
- **Miles Palacios**, Executive Director, Oregon Association of Student Councils

## About the Position

Over the past 15 years, COSA has annually provided 6-8 anchor conferences and approximately 30 just-in-time and job-alike professional learning opportunities for members and their teams. COSA is seeking a Director of Professional Learning to join our Senior Director of Professional Learning. Together they will lead and continue to improve our already-robust professional learning program, in ways that serve the professional learning and growth needs of our members.

### Timeline

Application Deadline.....	March 4
Applicant Screening.....	March 7-11
Interviews.....	March 14-18
Employment Begins .....	Between April 1-July 1 (negotiable)

### Application Procedures

Application materials should include:

- A letter of interest explaining how the candidate's qualifications and experience prepares them for the position
- A statement of the candidate's view of public education for the next decade and the implications for professional learning for school and district leaders
- A current resume, including references
- Three current letters of recommendation

All materials will be treated confidentially. References will be checked when finalists are identified.

For questions, contact Craig Hawkins (503-480-7203), Colin Cameron (503-480-7204) Krista Parent (503-480-7201) or Tina Acker (503-480-7205).

E-mail application materials to Craig Hawkins ([craig@cosa.k12.or.us](mailto:craig@cosa.k12.or.us)) and Joanne Fey ([joanne@cosa.k12.or.us](mailto:joanne@cosa.k12.or.us)).

## Director of Professional Learning

COSA's Director of Professional Learning must have the vision to anticipate and plan to meet future professional learning needs of Oregon school and district leaders, as well as the ability to provide relevant just-in-time professional learning opportunities on short notice. The successful candidate for this position must also have a deep commitment to equity, and must have the skillset to apply an equity lens to all aspects of COSA's professional learning program.

In addition to the specific job responsibilities listed below, the Director of Professional Learning will provide support to COSA members and, as part of COSA's executive team, will contribute leadership and vision to the work of the Coalition and the achievement of its mission: Develop and support educational leaders to ensure student success.

## Major Responsibilities

- Provide leadership and support for Oregon's school and district leaders to grow their knowledge and skills to successfully implementing equitable practices that eliminate opportunity gaps and improve outcomes for every Oregon student
- Provide vision and hands-on leadership in the planning and implementation of COSA's professional learning program, including conferences, academies, workshops, book studies, webinars, seminars, mentoring and special programs
- Serve and support the leadership and members of all COSA associations, including OASE, OACOA, OASSA, OESPA and the COSA Equity Board
- Contribute to the design and implementation of COSA's comprehensive professional learning plan, and develop and promote new and existing professional learning opportunities
- Develop and analyze data to identify professional learning needs and evaluate, improve and report on overall program effectiveness
- Skillfully communicate upcoming COSA professional learning opportunities to Oregon's school and district leaders, including via social media, website and email marketing
- In collaboration with the executive director and executive team, expand professional learning and supports for principals and assistant principals
- Implement professional learning opportunities through multiple delivery models -- including workshops, seminars, webinars, academies and conferences – in-person or via hybrid or virtual delivery
- Partner and collaborate with a number of education partners, including the Oregon Department of Education,

the Oregon Association of Education Service Districts, school districts, Education Northwest, the Oregon School Boards Association, the Oregon Association of Student Councils and the Oregon Teacher Standards and Practices Commission

- Nurture and develop private and corporate partnerships that will further the mission of COSA
- Collaborate with the executive team and contribute to the work of the Coalition, including COSA's licensure and degree program

## Preferred Qualifications

- Experience as a classroom teacher, building administrator and central office administrator
- Successful experience in planning and implementing high-quality professional learning at the school, district, regional and/or statewide level
- Entrepreneurial spirit, with record of building and sustaining outstanding programs
- Exceptional interpersonal, organizational, listening and communications skills
- Ability to work collaboratively as a member of a service oriented executive team
- Hands-on leader with strong work ethic and a growth mindset
- Fluent in technology and social media

## An Important Note

COSA strives to create an inclusive environment that welcomes and values the diversity of our staff and our members. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications as described in a job posting. COSA is most interested in finding the best candidate for the position, and we encourage you to apply even if you don't believe you meet every described job qualification.

## Terms of Employment

- Full-time employment
- Salary range: \$120,000-\$130,000
- Generous benefits package, including retirement and medical/dental/vision insurance
- 11 paid holidays, 20 vacation days, 12 days sick leave
- Must be willing to work regularly from the COSA office in Salem and travel throughout the state as needed