

Job Title	Program Manager – Houston Foundations of Teacher Excellence
Employer/ Agency	TNTP (The New Teacher Project)
Job Description	<p>TNTP seeks a full-time Program Manager for our Foundations of Teacher Excellence department. This position is located in Houston, Texas. The position is available immediately.</p> <p>Our Foundations of Teacher Excellence department designs and implements comprehensive reform efforts to ensure an effective teacher in every classroom. Our partnership with the Houston Independent School District (HISD) is a long term initiative focused on a broad range of strategies, including improving recruitment and staffing practices, designing and implementing strong teacher evaluation systems, improving the quality of professional development for teachers, and designing new career pathway and compensation systems.</p> <p>Who We Want</p> <p>We are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission and are highly motivated to change children’s lives through education. You’ll be right at home here if you learn from failure and overcome adversity, cultivate strong relationships, and push yourself, your work and the people around you to the next level.</p> <p>As a Program Manager, you will work with our team in Houston to provide operations and administrative support for an initiative to transform teacher human capital management across the district, developing and maintaining program management tools and processes and ensuring coordination across teams and projects.</p>
Qualifications	<p>The challenges facing the Program Manager include being able and excited to:</p> <ul style="list-style-type: none"> • Embrace a fast-moving organization. Deadlines, changing priorities and new projects don’t overwhelm you. Instead, they inspire you to rise to the occasion. • Plan and execute smooth operations. Your planning will be the backbone of an efficient and productive program. The team will look to you to establish systems, develop project plans, and support implementation. • Deliver crisp, clean messages. Whether in writing or on the phone, your communications are articulate and concise. You understand your audience and know how to deliver inspiring messages and tough news with ease and tactful finesse. • Partner with education leaders. You’ll regularly interact with clients motivating them to make incremental change and take quantum leaps.

	<ul style="list-style-type: none"> • Have an unwavering belief in the fact that ALL children can learn. A passion for education is essential to being successful in this role. <p>Specific qualifications include:</p> <ul style="list-style-type: none"> • Strong program or project management experience with extraordinary attention to detail and professionalism, and the ability to organize, plan, and execute multiple projects simultaneously • Ability to adapt to changes quickly, proposing and implementing thoughtful solutions • Demonstrated success in analyzing and interpreting quantitative data and diverse information and to make recommendations based on the findings, specifically using Excel and/or Access • Outstanding interpersonal, communication and teamwork skills, including the ability to communicate well with stakeholders at all levels, and collaborate, attain and grow effective partnerships to meet common goals • Experience working in high-need schools or with high-needs populations (preferred)
Salary/Hours	\$50,000 - \$60,000, depending on experience and qualifications
Employer/Agency	TNTP (The New Teacher Project)
City, State, Zip	Houston, TX
Contact Person	Molly Stevens
Contact Title	Talent Acquisition Manager
Telephone Number	719-460-7709
Email Address	Molly.stevens@tntp.org
Application Method	http://bit.ly/TNTP_PM_Foundations_HTX
Opening Date	9/1/2014

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