



**Executive Director • Teaching and Learning Alliance**

**Position Guide • January 2024**

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Executive Director  
Teaching and Learning Alliance

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## OVERVIEW

**Position** Executive Director

**Reports to** Board of Directors

**Location** Woburn, MA



### VISION

Transform education so that all teachers, leaders, and students reach their potential, achieve their dreams, and contribute to a better world.

### MISSION

To develop exemplary educators, visionary school leaders, and high-achieving students through dynamic partnerships that cultivate equitable opportunity, innovation, and sustainable improvement.



**83**

School Districts  
Impacted



**385**

Individual Schools  
Impacted



**20,000**

Educators Impacted



**375,000**

Students Impacted



Teaching and Learning Alliance, Inc. (TLA) is a 501(c)(3) non-profit organization of K-12 educators who provide in-school coaching and leadership training at primary and secondary schools throughout New England and the United States. Formerly known as CACD and part of the Eliot-Pearson Department of Child Development at Tufts University, TLA has a 23-year history pursuing its mission of ensuring that all children, irrespective of background, receive the educational preparation necessary to become successful, thoughtful, and engaged citizens.

Through a dynamic partnership model, TLA supports the development of exemplary educators, visionary school leaders, and high-achieving students. Together, TLA and its partners co-construct a customized professional development trajectory and multi-year implementation plan built to evolve as student, teacher, and administrator needs change over time.

[TLA's Beliefs about K-12 Literacy](#)

TLA offers a wide variety of services to reflect the diverse needs of its partner schools and districts. Services range from workshops for large groups to individual coaching in classrooms. TLA co-constructs a tailored array of services to provide comprehensive support for its partners.

### ELEMENTARY SCHOOL PARTNERSHIPS

The challenges in education are unlike any in recent history. Teachers are expected to have a wide range of instructional skills, extensive knowledge in literacy and other content areas while cultivating a culture within their classroom community to positively impact student growth.

The TLA elementary team, all former classroom teachers, is comprised of experienced literacy consultants with decades of experience supporting systemic change. The elementary team is uniquely positioned to develop and offer customized support for literacy coaches, reading specialists, special educators and classroom teachers.

TLA works together with district & building leadership, literacy coaches and classroom teachers to design and implement effective professional development. TLA's workshops and coaching are evidence-based while remaining customizable to the needs of the partnership.

[Learn more here.](#)

### SECONDARY SCHOOL PARTNERSHIPS

TLA works side-by-side with teachers and school leaders to co-construct and continually revise professional learning experiences based on the unique needs of each school community.

Experiences include:

- workshops
- job-embedded coaching
- curriculum planning
- facilitated peer inter-visitations.

TLA is committed to partnering with classroom teachers, instructional coaches, and school/district leadership to cultivate thriving, self-sustaining teaching and learning communities for student success, in the classroom and in life.

[Learn more here.](#)

### FOR LEADERS

Administrators are expected to have a bevy of skills, extensive knowledge in curriculum, cultivate culture within the school community, as well as positively impact student growth.

The TLA leadership team is comprised of former and current superintendents, central office administrators, and building-based leaders representing urban, suburban, regional, and rural school settings who are focused on school improvement. The leadership team is uniquely positioned to collaboratively develop and offer customized support for schools and districts.

TLA leverages support for administrators in partner districts through strategic professional learning models.

[Learn more here.](#)

### AI IN EDUCATION

AI holds many challenges & opportunities for education now and in the future. TLA facilitates crucial conversations that allow educators to grapple with the uses of AI as teachers and for students.

[Learn more here.](#)

### FOUNDATIONS OF READING

TLA offers Foundations of Reading Test Prep Support. This customized virtual learning experience includes the following:

- updated Foundations of Reading Study Guide
- access to 10+ video modules with self-assessment quizzes addressing the key concepts on the test
- link to supplemental materials

[Learn more here.](#)

## PHONICS

Phonics is an essential component of comprehensive literacy instruction. All children need explicit instruction in systematic phonics in order to help them understand sounds, decode and encode. This has been an essential part of TLA's work for decades. To support its partner districts, TLA has developed a four-year phonics program (K – 3) with a systematic scope and sequence, daily written lesson plans and our own special blend of training, support and encouragement for teachers, coaches and administrators.

[Learn more here.](#)

## THE OPPORTUNITY & POSITION SUMMARY



With a strong base of schools and administrators to which we provide services, and a passionate and dedicated staff, TLA is a leading resource for schools and educators throughout the Northeast and the country. The Executive Director of TLA will have the opportunity to build upon this success and a strong foundation to expand TLA's work and continue developing programs to meet the needs of schools and educators around the United States.

Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership and management of TLA including business development, strategic direction, finances, fundraising, staff development, marketing, and external relations. The Executive Director is charged with achieving the mission and goals of TLA in a manner that is fiscally sound and reflects best practices in nonprofit management.



## CANDIDATE PROFILE

With a strong reputation, a range of services, and relationships with school leaders throughout the northeast and the country, TLA is in a firm position as it seeks to expand services and develop new clients. The ideal candidate is a proven leader who understands the power of collaboration, is responsive to matters of equity, inclusion, and belonging, has experience and success creating and leading high performing teams, and has the capacity to develop networks in order to build and expand services.

An advanced degree in education or a related field is required. The candidate must have a minimum of five years of senior managerial experience. Experience working in educational settings and/or nonprofit organizations is preferred.

The skills and qualities we seek in the Executive Director of TLA include:

**Vision** – TLA seeks a leader who can work with the Board of Directors, the staff, and external stakeholders to develop a clear vision of the organization’s future services and service areas.

**Executive Leadership** – The Executive Director will have the skills and competencies to provide oversight for the operational and financial management of a multi-faceted organization. The individual must be a strategic thinker and problem solver who creates a team environment, solving problems through a healthy and intentional reliance on staff, and is committed to ongoing professional development.

**Team Building and Mentoring** – The Executive Director will hire, cultivate, develop, and inspire a diverse, cohesive, high-performing team of staff who embody organizational values of collaboration, trust, and respect for one another. The Executive Director will have the temperament and skills to continue the development of talented staff as well as a demonstrated ability to bring passion, vision, direction, business discipline, and inspiration to the organization. The successful candidate will be a good listener and open to dialogue and critical conversations that lead to shared success. A management approach that is accessible, collaborative, and empowering must be demonstrated and balanced by results-oriented accountability.

**Financial and Organizational Management** – The Executive Director will have the financial expertise to effectively manage the organization’s budget, properly allocate resources, and forecast trends and changes. It is critical that the Executive Director have the skills to effectively lead the organization in a way that builds a healthy environment with effective management systems in place for programs, finances, personnel, and fundraising.



**Marketing and Communication** – Central to TLA’s future is the ability to expand its reach into new school districts around the country. The Executive Director will be a persuasive and charismatic communicator who can elevate the profile of TLA, expanding the education community’s understanding of TLA’s programs and services, and building new markets for TLA’s services.

**Fundraising** – The Executive Director will have experience in fundraising and have the ability to put in place, and implement, a plan for building a strong fundraising base. This would include building and cultivating a network of relationships, and the acquisition of major gifts and grants from foundations, corporations, and individuals.

**Working with Board of Directors** – Experience in building, and partnering with, an engaged governing board will be an asset. This person will establish and maintain a climate of trust in all leadership and board-related matters and sustain a learning environment, encouraging active inquiry by the Board and staff in pursuit of organizational excellence.

### TLA offers a competitive salary and benefits package.

The salary range for this position annually is between \$150,000 and \$180,000 and will be commensurate with experience. The comprehensive benefits package includes health, life insurance, and a 401K retirement plan. Client Organization observes eleven paid holidays each year and offers Paid Time Off as well as Sick Leave.

### How to apply

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC.

→ **[SUBMIT YOUR APPLICATION TO KITTLEMAN ONLINE](#)**  
**[\(CLICK THE APPLY BUTTON AT THE BOTTOM OF THE PAGE\)](#)**