

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Teacher Leader Program Manager, Professional Learning

*Position Status:* Permanent full-time position

*Closing Date:* Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on October 9, 2022

### THE OPPORTUNITY

Let's Talk Science is an award-winning, national charitable organization focused on education and outreach to support youth development. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity. We are committed to employment equity, building a diverse workforce and accessibility for all employees and program participants. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering youth in Canada to develop the skills they need to participate and thrive in an ever-changing world, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. For close to three decades Let's Talk Science has excited, inspired and engaged more than 11.5 million children, youth, educators and volunteers in STEM.

We invite you to visit our website [letstalkscience.ca](https://letstalkscience.ca) to learn more about our organization including our historical and ongoing commitment to equity, diversity, inclusion and accessibility (EDIA) (<https://letstalkscience.ca/about-us/equity>).

### Benefits and Perks of Working at Let's Talk Science

- Competitive salary and flexible hours
- Remote work option that enables you to join us anywhere in Canada with support for set-up and connectivity
- Starting with 3 weeks' vacation plus a 2 week paid closure over the December–January holiday period
- Comprehensive group benefit package, including health, dental, vision, life and critical illness
- Training to support our commitment to EDIA

### POSITION

The Teacher Leader Program Manager, Professional Learning supports the Let's Talk Science philosophy of an inquiry-based and problem solving-based approach to learning science, technology, engineering and mathematics (STEM) and to making STEM relevant and engaging for the target audiences. The incumbent is responsible for the management of the Teacher Leader Program. This includes providing day-to-day mentorship and advice to the delivery team, recruitment and retention as well as leading the work planning process in this area.

### Responsibilities:

- Manage the Teacher Leader Program, a program that contracts classroom teachers on a casual basis to deliver professional learning experiences and report back to National Office; includes budget oversight and coordinating paperwork with Human Resources payroll for enrollment and payment
- Ensure facilitators are following best practices in effective adult learning strategies
- Deliver professional learning experiences that align with the Let's Talk Science learning philosophy and/or identify and support other skilled facilitators to do so
- Ensure that professional learning opportunities provide high quality user experiences that increase educator engagement with future programming
- Lead a team and manage resources to ensure the effective delivery of programs

- Liaise with multiple stakeholders in education such as educators, government, industry, community partners, and parents
- Work with external contractors as required
- Support programs and services that value diversity and are inclusive
- Assist in Let's Talk Science research and program evaluation initiatives as requested
- Stay current on pedagogical issues and trends in STEM education and adult learning and share with Let's Talk Science teams

#### *Team Administration*

- Lead the Teacher Leader Program, including oversight for budget, and contributing to work planning as well as setting and ensuring achievement of targets for related work
- Manage, coach and mentor assigned employees and actively participate in recruitment of team members as required
- Responsible for the recruitment, training and retention of contracted teachers (Teacher Leaders), in coordination with HR
- Coordinate special projects, including STEM Cohorts, Teacher Leader communities and other program initiatives.
- Prepare reports, including metrics on program activity, reports to the Board, senior leaders and/or funders and work plans and proposals for future activities, working with other team members as appropriate
- Actively participate in the management of Let's Talk Science and its programs, including participating on key committees, attending meetings regularly and bringing forward issues for prioritization, discussion and decision
- Ensure activities under management operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards
- Other duties as requested/required that are within the scope of the position

#### **Requirements/Qualifications**

- B.Sc., B.Ed. (or equivalent), M.Ed an asset
- At least 7 years experience with the formal education sector including some experience in Science and STEM-related fields with; minimum 5 years classroom teaching experience
- Understanding of effective adult learning strategies
- Proven experience leading a team
- Bilingual (English and French) required
- Willingness to travel to meetings and other events as required

#### **Skills and Abilities**

- Excellent working knowledge and understanding of education sector, including curriculum and assessment policies
- Excellent organizational and self-management skills accuracy and attention to detail
- Demonstrated project management experience: can stay on top of multiple projects, plan backwards and anticipate obstacles, pursue goals with energy, and identify and involve stakeholders appropriately
- Experience with facilitating learning experiences for adult learners
- Knowledge of Learning Management and Learning Administration Systems highly preferred
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing, with audiences at all management levels
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Ability to operate on a strategic level including foreseeing potential impacts of the operating environment and managing risk
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite (Drive, Docs, Sheets and Slides) and a willingness to learn and adapt to new technology and software as it emerges in the field

- Ability to adapt to rapidly changing demands
- Ability to troubleshoot and resolve problems quickly
- Proven interpersonal, mentoring and collaborative skills with an ability to build and maintain lasting relationships with key business partners and customers
- Demonstrated leadership skills, including the ability to manage, coordinate and delegate to a virtual team, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Respect for diverse worldviews

## **Working Relationships**

- Reports to the Director, Professional Learning
- Works closely with the Delivery Manager and Program Development Manager, Professional Learning
- Works closely with the VP, Programs and other staff within the Educator Experience Team
- Works closely with staff within Communications and Marketing and Fund Development functions
- Manages relationships with external contractors and other relevant stakeholders
- Interacts with other Let's Talk Science personnel

Let's Talk Science has a mandatory COVID-19 vaccination policy in place. Therefore, it is expected that the successful candidate will produce confirmation of vaccination or proof of a valid human rights exemption.

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Teacher Leader Program Manager, Professional Learning" as outlined below by 11:59 pm ET on October 9, 2022 to:

Shawna Agathos

Human Resource Generalist, Let's Talk Science

1510 Woodcock Street, Unit 12 London ON N6H 5S1

Or via email: [hr@letstalkscience.ca](mailto:hr@letstalkscience.ca) (please submit all documents in one pdf file)

FAX: (519) 474-4085

## **Equity Statement**

*Let's Talk Science is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge the shared lands we live and work on across Canada and that our national office is situated on the traditional territory of the Haudenosaunee, Wyandot and Anishinaabe.*

*Let's Talk Science values the diverse and intersectional identities of its stakeholders and staff. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity and is committed to accessibility for all employees. We are committed to employment equity and building a diverse workforce reflective of Canadian society that will enrich our work and learning environment. Let's Talk Science seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates that have been historically disadvantaged and marginalized, including applications who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+.*

*All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodation to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.*