

Classroom Law Project Position Description

Senior Program Manager – Outreach & Engagement

Reports to: Director of Programs
Status: Salaried, Exempt
Work Hours: 40 hours per week

BACKGROUND:

In 2021, Classroom Law Project participated in the successful effort to pass *The Civics Education Act* (SB 513) with the support of a large and bipartisan statewide coalition. The new law ensures that, starting with the freshman class entering in the fall of 2022, every Oregon high school student will receive at least one semester of civics education.

The new high school course requirement has significantly increased opportunities for CLP to engage schools all across the state as it has created a space that will need to be filled by high-quality civics content and programs of the type that CLP provides, as well as professional development support to enable teachers to effectively deliver those programs. **We are seeking a Senior Program Manager for Outreach & Engagement to help us connect with and support more schools, teachers, and students throughout Oregon.**

RESPONSIBILITIES:

The Senior Program Manager (SPM) for Outreach & Engagement will lead and facilitate CLP activities around the state as we support the needs of districts, schools, and teachers in implementing the requirements of *The Civics Education Act*. Working as a core member of our Programs team, the SPM-Outreach and Engagement will be responsible for:

Outreach & Discovery

- Develop and implement an outreach plan to engage with Education Service Districts (ESDs), school districts, schools, and teachers across the state, prioritizing according to perceived need and potential for positive impact.
- Ensure awareness of the civics education course requirements, as well as of the importance of experiential learning as a best practice for civics education and social emotional learning (SEL).
- Provide information about CLP programs and teacher professional development offerings that are available to support their implementation efforts.
- Partner with Oregon Department of Education for their planned “roadshows” to various regions around the state providing guidance and support in SB 513 implementation.
- Gather learnings as to educators’ plans and needs with regard to *The Civics Education Act* and other civics education-related activities, as well as information on potential funding sources available to support professional development or other CLP activities.
- Work with CLP Programs team to develop and carry out follow-up and support plans, as appropriate.

Program Enhancement & Development

- Summarize and communicate learnings gained from discovery efforts to the broader CLP Programs team.

- Provide support to the core Programs team as appropriate and as time allows to develop and enhance existing programming to meet the expressed needs of educators around the state.

Teacher Professional Development

- Deliver workshops in-person and virtually on CLP programs, curricula, and strategies that teachers can use to fulfill the civics course requirement.
- Support formation of virtual teacher cohorts bringing together educators implementing *The Civics Education Act* on an ongoing basis to share best practices, challenges, and new curriculum ideas.
- Provide consulting and classroom support for schools and teachers, as needed and as time allows.

Facilitation of Community Engagement

- Identify and recruit volunteers from among local legal, civic, business, education, and policymaker communities, leveraging the existing network of CLP’s Board of Directors and other supporters.
- Facilitate introductions of volunteers to teachers to serve as judges, hearing panels, and classroom visitors.
- Coordinate local student events, such as showcases, competitions, and community convenings.

Funding Opportunity Identification

- Communicate any potential funding sources identified from ESDs, school districts, or local grantors to sustain ongoing program and professional development to CLP Executive Director and Development staff for follow-up.

Travel

- Position requires statewide travel to support outreach/discovery, community engagement, and teacher professional development activities. Total equivalent of 6 weeks of travel per year is estimated.

QUALIFICATIONS:

- **Minimum Requirements**
 - 3 years middle or high school Social Studies classroom teaching experience (or the equivalent), including emphasis on civics, government, and/or U.S. history.
 - Prior experience with Classroom Law Project programs or similar student-centered experiential civic engagement curricula.
 - Skilled in utilizing interactive teaching strategies and activities; knowledgeable of best practices in experiential, project-based learning.
 - Outstanding oral and written communication skills across a range of settings and audiences, including one-on-one, presentations, group facilitations, and development of written curriculum and lesson plans.
 - Demonstrated ability to effectively plan and implement projects and events, including strong attention to detail, timelines, budgets, and follow through.
 - Team-oriented with strong interpersonal skills and demonstrated ability to work collaboratively.
 - Proficient with Microsoft Office and Google Suite applications.
- **Preferred Qualifications**
 - 5 or more years classroom teaching experience (or the equivalent).
 - Familiarity with Oregon educational system, including roles of ODE, ESDs, and school districts.
 - Familiarity with outreach, marketing, and/or sales strategies.
 - Experience in the legal, judicial, or policymaking sectors.
 - Skilled in utilizing distance learning tools, technologies, and strategies.

TERMS OF EMPLOYMENT & COMPENSATION:

- The SPM for Outreach & Engagement will be a full time (40 hours per week) exempt employee of CLP and will report to the Director of Programs.
- The salary range for this position is \$65,000 to \$70,000, depending on qualifications.

- This position offers a competitive benefits package, including medical and dental insurance, long-term disability and life insurance, and a 403(b) retirement plan.
- Laptop computer, software, and all other necessary equipment and supplies will be provided.
- Employee must provide proof of valid Oregon driver's license and auto insurance. All job-related expenses will be reimbursed.

HOW TO APPLY:

Please submit a resume that clearly details your job history, along with a cover letter that reflects how your interests and experience align with CLP's mission and qualify you for the position of Senior Program Manager for Outreach & Engagement. Send via email to employment@classroomlaw.org with SPM Outreach & Engagement in the subject line. Candidates should be prepared to deliver a professional development demonstration lesson during the interview process. All inquiries will be handled confidentially.

Please visit our website www.classroomlaw.org to learn more about Classroom Law Project, our programs and services.

Classroom Law Project adheres to a non-discrimination policy with respect to employment, educational programs, and activities. Classroom Law Project does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.