



# Director of Learning Environment

JOB DESCRIPTION  
FULL TIME, IN PERSON, DALLAS TX

## Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 51 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

## The Role

United to Learn's Director of Learning Environment sets and executes the strategy for U2L's work to build aspirational learning environments across our 75 elementary schools in Dallas ISD. As a key member of the programs team, this role influences the direction of United to Learn programming by working with internal and external stakeholders.

Our values underpin everything we do. The Director of Learning Environment is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

## Reporting Structure

The Director of Learning Environment reports to the Chief Program Officer and has management responsibility for the Program Manager, Learning Environment and Program Coordinator, Learning Environment.

## Essential Competencies

### Functional Excellence

- Create and implement Learning Environment strategy, plan for follow through, and budget
- Design and direct LE initiatives, including Community Campus Day, Dream Big and Learning Launch projects
- Establish and oversee tracking and management of SMART goals and metrics; use analysis to improve execution and ensure high impact programs
- Act as subject matter expert within role and Programs area, with the ability to report key findings and trends across to senior leadership

### Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Advanced knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Advanced knowledge and ability to teach others about Dallas public education sector and collaborative organizations

### Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Contribute to project vision and goals; oversee project plan and team members for timely completion across workstreams
- Promote consensus among organizational stakeholders when proposing new initiatives

### Communications

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports to varied internal and external audiences
- Use discretion while communicating sensitive information

## Relationship Management

- Demonstrate effective interpersonal skills, and build trust and belonging internally and externally
- Develop own senior level network of contacts and coach others on how to build and maintain a network of contacts internally and externally

## People Development

- Oversee, coach, and manage direct reports; provide strategic guidance and performance feedback; maintain regular 1:1s; deliver timely mid-year and year-end conversations
- Take a leadership role in recruitment, retention, and management of talent within function and within organizational budget, in collaboration with function chief and HR
- Set and exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers

## Technical Excellence

- Lead and oversee data analysis
- Challenge assumptions and ask questions to evaluate data
- Critically examine all initiatives and programs with eye toward improvement
- Identify critical messages from research and data analysis for compelling storytelling
- Advanced skills in Google Suite and MS Office products

## Ideal Candidate Qualifications

- Hold a bachelor's degree with 5+ years of experience in program and volunteer management, partnership development and community outreach
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

## Compensation and Benefits

As a full-time employee, the Director of Learning Environment will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, please email a cover letter and resume to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org).