



# REGIONAL CAMPUS PROGRAM MANAGER

## JOB DESCRIPTION

### FULL TIME POSITION, 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 103 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 Regional Campus Program Manager advances United to Learn's mission, brand, and programs by deepening relationships and knowledge of school communities to increase our responsiveness and effectiveness in the management of a regional portfolio of up to 30 schools within the United to Learn city-wide network.

Our values underpin everything we do. The Regional Campus Program Manager 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 Regional Campus Program Manager reports to the Director of Programs.

#### Essential Competencies

##### Functional Excellence

- Establish and maintain trusting relationships with U2L school principals, counselors, and other campus stakeholders
- Actively participate in U2L initiatives within your region including Community Campus Day events, United to Learn network meetings, and other campus events
- Maintain relationship and provide programmatic updates to Dallas ISD Executive Directors
- Understand the feeder, school, and regional ecosystem to provide accurate and timely highlights and programming updates to the Director of Programs and members of the Senior Leadership team.
- Inform regional campus principals on United to Learn programs and supports
- Support a network of twenty-five to thirty campuses through bi-weekly campus visits and ongoing communication with campus leadership
- Ensure the integrity and timely collection of school level data for their region
- Hold responsibility to fully understand and contribute to the analysis of regional data
- Maintain strong relationships with each U2L Liaison paired with individual campuses within their region
- Partner with U2L Liaison and campus leadership to support campus level priorities
- Collaborate with pillar directors to monitor all initiatives and programs with an eye toward improvement and provide recommendations for program adjustments based on observations and data analysis
- Develop and maintain relationships with regional community partners
- Oversee and manage regional budget to support immediate campus needs

#### Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Knowledge of 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
- Manage program budget

## Communications

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports
- Use discretion while communicating sensitive information

## Relationship Management

- Establish and maintain trusting relationships with defined key stakeholders
- Demonstrate effective interpersonal skills and build belonging internally and externally
- Develop new and deepen existing relationships to further U2L mission and vision

## People Development

- Exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers
- Treat all with respect and provide timely and constructive feedback when needed

## Technical Excellence

- Conduct data analysis and storytelling with data
- Analyze regional data as well as internal programmatic metrics
- Familiarity with state and national literacy assessments
- Analyze data collected through surveys, Google Forms and other methods
- Advanced knowledge in Google Suite and Microsoft Office

## Ideal Candidate Qualifications

- Hold a bachelor's degree with 5+ years of experience in public school education or a related field
- One to two years of success in a campus leadership role
- 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 Regional Campus Program Manager 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, email a cover letter and resume to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org).