



JOB TITLE: Faculty

DEPARTMENT: Program

REPORTS TO: Co-Director of Academics

EFFECTIVE DATE: 7/1/2019

SUMMARY: As a member of our faculty team, provide training and other support services to educators, ensuring they are well prepared to implement The Hochman Method in order to advance students' academic performance through improved writing and critical thinking skills.

DUTIES AND RESPONSIBILITIES:

- Provide high-quality professional development courses in the Hochman Method, both in person and remotely.
- Manage a caseload of High Impact Partner schools with professional development, site visits, ongoing consultation sessions, and assessment support.
- Consult with additional school partners as needed.
- Develop materials that align TWR strategies to curriculum.
- Support the development of courses leveraging technology.
- Present the work of The Writing Revolution to new audiences.
- Support TWR's organizational development, including monitoring and driving teacher and student performance, implementing researched-based best practices, and developing and sharing materials and resources.

SUPERVISORY RESPONSIBILITIES:

- This job currently has no supervisory responsibilities.

QUALIFICATIONS:

- Masters Degree (M.A.) or equivalent and a minimum of five years direct classroom instruction - experience using The Hochman Method in the classroom is strongly preferred
- Excellent verbal and written communication skills
- Proficient in Microsoft Office applications
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Ability to work independently and with other members of the organization
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills

COMPETENCIES:

- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills.
- **Educator Service**--Manages difficult or emotional situations; Responds promptly to educator needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Initiative**--Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasional travel within the Tri-State area and to over-night locations is required.
- Must be able to stand to present for extended periods of time.
- Clearance for school visitations is necessary.