



Educate, Connect, Inspire

Learning Services Assistant for MassCUE

Position Announcement

MassCUE is seeking an innovative educator to manage and coordinate all elements of its Professional Development offerings. The Learning Services Assistant (LSA) would manage all aspects of planning, producing and delivering a diversified event calendar that serves the MassCUE community across the many areas of the P-20 education environment.

In addition, the LSA would be encouraged to develop and provide instruction for a minimum of two workshops per year that support the required educational competencies for MA (such as the DLCS standards, SEI, or ELL), either face to face or online. (Note all workshops taught by the LSA will be paid at the MassCUE instructional pay scale rate.)

Organization Background

Massachusetts Computer Using Educators (MassCUE) is a non-profit affiliate of ISTE. MassCUE provides educators, administrators and technical personnel with a forum for the advancement of education through technology. MassCUE strives to be a catalyst of innovation in education by strengthening relationships among educators, leading pedagogical change, and empowering schools with world-class professional development opportunities. See more information about MassCUE at www.masscue.org.

Position Responsibilities Overview

The Learning Services Assistant reports to the Executive Director. Working with MassCUE's Professional Development Committee and the Communications and Marketing Assistant, the LSA is responsible for the overall coordination and improvement of MassCUE's conference, workshops, and event offerings.

Primary position responsibilities include, but are not limited to the following:

- Assist the Executive Director in fulfilling the responsibility of developing/maintaining all professional development activities and programs.
- Assist with set-up of virtual event platforms used with professional development events.
- Assist the Executive Director in all content elements of professional learning for MassCUE programming (speaker confirmations, facility planning, content offerings, event schedules, etc.)
- Assist the Executive Director in negotiating contracts and manage logistics for speakers, PD providers and corporate partners
- Ability to evaluate professional learning programs and how they effectively satisfy the MassCUE's mission and goals.

- Effective use of technology and industry based applications for conference programming.
- Attend and provide a forward-thinking voice for MassCUE's Professional Development Committee in planning, execution, and evaluation of all MassCUE's Program offerings. (Meetings are online monthly)
- Coordinate MassCUE's Digital Educator Recognition Program.
- Be a contributing member of MassCUE's planning committees for spring conference and various events (such as Datapalooza, Googlepalooza, and MassCUE Summer Camp).
- Ability to organize and successfully execute multiple projects at the same time.
- Ability to integrate within a small staff and support overall operations of the organization.

Qualifications

Candidates interested in this position must have a minimum of a Bachelor's Degree in a field directly related to education with proven leadership in project management or a directly related field. The ability to demonstrate an advanced proficiency in professional development, facilitation or learning is a priority in filling this position. Preference will be given to educators who have developed and created face-to-face and online workshops. While an advanced degree is not required, preference will be given to those maintaining one in a directly related field.

Successful candidates must possess proven experiences that demonstrate the following skills: interpersonal skills, ability to adjust priorities with little notice, technologically savvy, reliable, professionalism, self-starter, multi-tasker, administrative skills to support successful events and a customer service mindset.

Preferred skillset should include the following areas: minimum of 5 years of experience in Professional Learning (educational related), project management experience, ability to work evenings/weekends when necessary, ability to set and meet deadlines in a forward thinking and efficient manner, understanding of Association based events and the logistics their events require.

Compensation

Position is based on 30 hours per week at \$25 per hour. Any workshops developed and taught by the LSA would be paid at the MassCUE workshop instructional rate. Position is classified as an employee for the organization.

To Apply

Qualified candidates are requested to submit a letter of interest, an up-to-date curriculum vitae, and 3 letters of reference to Shelley Chamberlain, Executive Director (schamberlain@masscue.org) by March 7, 2022.

Strong candidates will be contacted for any additional information and for the possibility of an on-site interview. Anticipated start date is May 2, 2022.