POSITION DESCRIPTION

POSITION: Manager, Professional Learning
DEPARTMENT: Advocacy, Knowledge, & Practice
CLASSIFICATION: Full-time, salary of $50,000 - $56,000
HOW TO APPLY: Please submit an application at: www.shapeamerica.org/apply

ABOUT SHAPE AMERICA:
SHAPE America — Society of Health and Physical Educators serves as the voice for 200,000+ health and physical education professionals across the United States. The organization’s extensive community includes a diverse membership of health and physical educators, as well as advocates, supporters, and 50 state affiliate organizations.

Since its founding in 1885, the organization has defined excellence in physical education. For decades, SHAPE America’s National Standards for K-12 Physical Education have served as the foundation for well-designed physical education programs across the country. Additionally, the organization helped develop and owns the National Health Education Standards.

SHAPE America provides programs, resources and advocacy that support an inclusive, active, kinder, and healthier school culture, and champions health and physical educators at every level, from preschool to university graduate programs.

SUMMARY:
Responsible for the development, management, and implementation of high-quality, standards-based professional development & learning programming for SHAPE America.

SUPERVISION:
Reports to Director, Professional Learning Events & Programs.

NATURE AND SCOPE OF WORK:
1. Manages the development of innovative and high-quality in-person professional development workshops and virtual professional learning opportunities that support the implementation of the National Standards for PK-12 Physical Education and the National Standards for Health Education.

2. Develops and implements detailed project management plans to create in-person and virtual professional learning opportunities for PK-12 health education and physical education teachers, future professionals, and teacher educators. Applies adult learning theory and utilizes adult learning best practices and an equity, diversity, and inclusion (EDI) lens to develop all professional learning experiences.

3. Serves as the liaison with subject matter experts in the development of professional learning workshops and virtual professional learning opportunities. Manages contracts with subject matter experts and facilitates the project management timeline to develop and execute professional learning development.

4. Collaborates closely with the Educational Content and Programs staff to identify subject matter experts and to develop standards-based professional learning workshops and virtual professional learning opportunities to ensure content is aligned with and supports implementation of the national standards, as well as EDI best practices and principles.
5. Collaborates closely with the Marketing staff to develop professional learning workshop and virtual professional learning opportunity pricing and to support the creation and implementation of a robust sales & marketing plan for all standards-based professional learning opportunities.

6. Collaborates closely with the Professional Learning Events staff to host and deliver virtual professional learning opportunities. This includes, but is not limited to: scheduling, hosting and moderating events through Zoom; listing learning opportunities in the association management system and learning management system; and ensuring appropriate certificate/credit reporting.

7. Facilitates training-of-trainers workshops to develop a cadre of workshop instructors that are qualified to deliver SHAPE America in-person professional learning workshops and virtual professional learning opportunities. Ensures that equity and diversity are prioritized when training and selecting workshop instructors. Facilitates ongoing training and maintenance of the cadre of workshop instructors.

8. Works with states, school districts and schools to schedule and facilitate in-person professional learning workshops. This includes, but is not limited to, providing high-quality customer service to workshop hosts, developing and executing contracts, identifying workshop instructors, facilitating instructor travel arrangements, facilitating delivery of workshop materials and equipment, and coordinating and evaluating workshop participant surveys.

9. Develops and maintains budgets that are associated with standards-based professional learning opportunities, always striving to achieve cost efficiencies where possible while also delivering a high-quality experience for participants.

10. Provides customer service and technical support to members and non-members inquiring about SHAPE America professional learning opportunities via email and phone. This includes, but is not limited to, assisting individuals with access to professional learning opportunities and transcripts within the SHAPE America Online Institute, answering questions about available opportunities and credit available, crafting specialized quotes for districts/schools requesting group pricing, and other related inquiries.

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

QUALIFICATIONS:
Bachelor’s degree and at least five years of project management and development of adult learning opportunities experience are required. Four years of additional relevant professional-level work experience may be substituted in lieu of a bachelor’s degree. Excellent oral and written communication skills, interpersonal skills, analytical and organizational skills, critical thinking and problem-solving skills, and computer skills are required. Must have a strong customer service orientation and the ability to work independently and balance multiple tasks.

LOCATION:
SHAPE America is a fully remote organization. Occasional travel is required for meetings, presentations, meetings, conferences, and the SHAPE America National Convention & Expo.

SCHEDULE:
Monday-Friday, 37.5 hours per week

SHAPE America is wholly dedicated to recruiting, developing, and retaining a diverse group of talented people. We are committed to provide equal opportunities to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, or other protected criteria, in accordance with applicable law.