



## PROFESSIONAL LEARNING MANAGER

Acadience Learning is looking for a Professional Learning Manager to join our team. We are an educational company located in Eugene, OR. Our mission is to improve outcomes for children and support school success by developing and conducting research on practical, innovative, and powerful assessment and curricular tools that can be used to promote educational success for students, educators, and school systems ([www.acadiencelearning.org](http://www.acadiencelearning.org)). We are a growing firm that offers competitive wages, as well as health care benefits, holidays, vacations, and a friendly work environment.

The Professional Learning Manager position is a full-time position which may be done remotely or in our office in Eugene, OR. Work hours will be determined based upon location and company needs. Acadience Learning's normal business hours are Monday - Friday from 8am to 5pm Pacific Time.

### POSITION SUMMARY

The Professional Learning Manager works closely with the Director of Professional Learning and as part of a management team to support the efforts of the Professional Learning Division of Acadience Learning.

### ROLES AND RESPONSIBILITIES

- Provides support to the Professional Learning Division including but not limited to:
  - Managing organizational structures, resources, and tools to support efficiency and integration within the PL Division and across ALI
  - Managing the implementation of Acadience Learning professional learning opportunities
  - Managing the development of training materials
  - Developing proposals to expand/enhance Acadience Learning professional learning offerings
  - Supporting the Acadience Training Specialist Cadre through communication, organization of materials, deployment, etc.
  - Developing written materials that promote and support Acadience Learning offerings including but not limited to white papers, blogs, technical briefs
- Provides email and phone support to customers using Acadience Learning assessments and related tools
- Ability to provide training on Acadience Learning assessments

## **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree or higher in education or related field
- Strong verbal and written communication skills
- Excellent organizational and project management skills
- Facility with project management tools including word processing and spreadsheets (e.g., GSuite, Monday.com, Smartsheet, Excel), database management
- Experience providing training
- Knowledge of and experience with Acadience Learning assessments
- Experience developing training materials

## **PREFERRED QUALIFICATIONS**

- Acadience Mentor
- Experience with system wide implementation (e.g., state initiatives, district initiatives, or related experience)

If you are interested in applying, please submit your resume and cover letter [HERE](#).

Acadience Learning is an equal opportunity/affirmative action employer and encourages applications from minorities and persons with disabilities.