Collaborative for Academic, Social, and Emotional Learning
An Invitation to apply for the position of

**Director of Policy**

Collaborative for Academic, Social, and Emotional Learning

**Summary of CASEL’s Director of Policy Position**

Working closely with the CEO and the VP of Policy, CASEL’s Director of Policy will help develop and oversee multiple key policy and practice initiatives related specifically to CASEL’s state and federal work, including the policy team’s strategic priorities related to the integration of SEL with career and workforce development. The policy team’s efforts are designed to inform and implement state and federal policy as we support and scale the processes and impacts of high-quality SEL and efforts to promote equity in our partner states, districts, schools, classrooms and communities. The DP will be supervise and be supported by the policy team. The DP will also work closely with other research and practice team members to lend coherence and consistency across all work streams.

The DP will direct the Collaborating States Initiative (CSI) and contribute to and help lead Initiative’s strategic goals including the focus on SEL across the education continuum and Workforce Education. Primarily as part of the CSI the DP will lead activities designed to support state education agencies to enact policies and guidance to create the conditions for evidence-based social, emotional, and academic learning, and equity, to thrive. The DP will leverage experience providing technical assistance to state agencies, expertise in the use of research/practice partnerships, and strong knowledge of how policy impacts practice situated within the national education policy context, for example, to continue to refine a state-level Theory of Action, develop and oversee a policy agenda for the initiative, and to facilitate/co-lead policy activities. All of the learnings derived from these various efforts will be synthesized to contribute to ongoing knowledge-building for CASEL, our state partners, and the field. The DP will work with the VP of Policy and CEO to continue to refine CASEL’s state policy and guidance process, and provide consultation and technical assistance to a cadre of states, co-develop learning agendas for national and regional state convenings and represent CASEL and the CSI at professional meetings. The DP will supervise and collaborate closely with the Policy and Practice Specialist as CSI Consultant and will work with CASEL’s practice, equity, assessment, and research teams to ensure cross initiative collaboration. The DP will also work with additional CSI team members as they are added.

**Key Functions**

Under the direction and supervision of the VP of Policy, and with the support of the Consulting Senior Scientist, the DP will:
1. Help design and manage all of the activities of CASEL’s state policy work, including primarily CASEL’s CSI and State Scorecard Project, as well as intersections with federal policy,

2. Work with the broader CSI team to provide direct support to states in the CSI, and help reach all 50 states

3. Collaborate with CCSSO, and coordinate with the VP for Policy, to create a learning agenda for chief state school officers, and organize and execute CSI quarterly meetings to implement the learning agenda.

4. Collaborate with national education policy associations, and coordinate with the CEO and VP of Policy, to create a learning agenda for governors, state legislators, other elected officials and policy influencers.

5. Oversee CSI consultants planning and executing of virtual convenings (including monthly Chat and Chews, and bi-weekly office hours, as well as virtual national meetings).

6. Under the leadership of the VP for Policy, and with the support of the CSI and Comms teams, plan and execute in-person national and regional meetings.

7. Support the CEO and VP of policy in securing funding for, and conduct CASEL’s deeper work with states.

8. Lead and support the development and dissemination of tools, resources, briefs, reports webinars and other presentations concerning CASEL’s state work.

9. Support the development and implementation of new policy directions that are identified by the VP of Policy and CEO, and in the Strategic Plan.

In collaboration with the VP of Policy, the DP will:

1. Recruit new states and team members to the CSI (including as a result of state team leadership and working group transitions) to continually build and sustain relationships with all teams in the CSI.

2. Build and sustain relationships with national education experts, policy advisors, governor’s office and legislative staff.

3. Provide technical assistance and customized consultation (and supervise consultants who are providing technical assistance and customized consultation) to a cadre of state education agency teams to articulate and achieve as set of SEL policy and guidance goals. Activities focus on sharing CSI process tools, participating in state working group meetings, and reviewing state-generated documents for quality and adherence to principles of evidence-based SEL and equity and connecting teams to resources.

4. Co-develop bi-directional information exchange and education tools across districts and states to support implementation of evidence-based SEL.

5. Co-develop a learning agenda for, and lead (with support from CASEL leadership and the CSI team) all national, regional, and virtual meetings of the CSI.
6. Work with relevant staff to co-develop conference call and webinar series to support ongoing capacity building and communications between CSI state teams, governors and legislative offices.

7. Strategically tap and leverage a team of expert initiative advisors and other CASEL collaborators to enhance state team goals.

8. Support development of grant proposals and reports in coordination with CSI teammates and CASEL Fund Development team.

9. Supervise CSI staff.

10. Contribute to the creation and continuing refinement of a state-level Theory of Action as well as CSI recommended process tools.

11. Help create and implement systems to track both CSI team activities and state progress against a developmental continuum in order to monitor CSI goals and support continuous improvement of team activities.

12. Supervise national scans of state policies, standards, and guidance and synthesize learning to co-author reports, resources and tools, including CASEL’s state scorecard project, with CASEL leadership.

13. Represent the CSI at national and state-level meetings and serve as the first point of contact for new states interested in joining the CSI.

14. Foster strategic connections between CASEL’s state and district work and build relationships with other CASEL teams, including practice, equity, and assessment, to help identify opportunities for collaboration.

Qualifications

- Excellent social and emotional skills, a commitment to equity in all its forms, and a passion for personal and professional growth in these areas.
- Expertise in social and emotional learning, education practice and policy development and implementation at the national and state level.
- Previous experience working directly with governors’ offices, state legislators, cabinet agency officials/SEAs providing technical assistance.
- Experience supervising a team, including managing performance and reviewing progress against goals.
- Excellent written communication skills, and experience writing for multiple audiences, including practical briefs for educators and technical education policy documents.
- Previous experience and success in grant writing and fundraising, including with foundation funding.
- Clear communicator and strong public speaker.
- Outstanding project management, organizational, and computer skills.
- Flexible, proactive, resilient, solutions-oriented and dedicated to continuous improvement.
- A collaborative spirit and ability to direct multiple complex streams of work.
- Graduate degree or equivalent professional experience preferred; preferably in education, education policy or education related field.
Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.
3. Must be able to travel to various locations throughout the country.

Compensation

This is a full time, exempt, benefits eligible position. CASEL offers competitive salaries commensurate with experience and certifications.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.

To apply, please submit a cover letter and resume that includes references to careers@casel.org. Please include the position title in the subject line of your email, and in your cover letter, mention where you heard of this position.