



## Computer Science Teachers Association

**Job Title:** Professional Learning Manager  
**Job Status:** Full-time  
**Reports to:** Executive Director  
**Location:** Chicago, IL

### COMPANY PROFILE

The Computer Science Teachers Association (CSTA) is a membership organization that supports and promotes the teaching of computer science, providing opportunities for K–12 teachers and their students to better understand computer science and to more successfully prepare themselves to teach and learn.

### JOB SUMMARY

CSTA's membership consists of over 30,000 members from more than 145 countries. These members include elementary, middle, and high school teachers; college and university faculty; supportive members of industry and government, school administrators, other non-profits, and parents. There are currently 75 CSTA member chapters across North America. CSTA is looking for an experienced Professional Learning Manager to lead the organization's efforts around CS professional development to provide our chapters and members with high-quality resources.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage relationships with various professional development partners in implementing regional professional development events
- Develop curriculum-agnostic professional development content for chapter meetings and prepare chapter leaders to facilitate the content with members
- Develop and/or curate professional development content for direct-to-member professional development programs
- Manage a volunteer committee responsible for reviewing professional development programs to share with CSTA membership
- Manage a volunteer standards committee and lead future CSTA standards refresh projects
- Support the annual conference proposal and review cycle in collaboration with a volunteer Conference Committee
- Manage all award programs
- Oversee the development and operation of a national CS Honor Society program
- Exhibit thought leadership in multiple dimensions of equity in CS education and maintain a current pulse on the research literature on educational equity to inform CSTA

programming and activities

## **EXPERIENCE & QUALIFICATIONS**

You will be successful in this role if you have:

- 2+ years program management experience
- Computer science teaching experience (in either formal or informal settings)
- Knowledge of the CSTA Standards and K-12 CS Framework
- Strong presentation and facilitation skills, experience facilitating professional development for teachers preferred
- A demonstrated commitment to educational equity in past professional roles
- Strong project management skills
- Proficiency in working with technology, including but not limited to Microsoft Office and Google Docs, videoconferencing, learning management systems, and electronic communications
- A bachelors or masters degree in education, computer science or related field (or equivalent practical experience)
- Ability and willingness to travel up to 20% time

We are looking for a self-starter who is skilled in successfully managing organizational projects in a fast-paced work environment, enjoys multi-tasking, cheerfully excels under pressure, and works independently. Must be extremely detail-oriented, and possess exceptional writing and communications ability.

In addition, you:

- Must be a U.S. Citizen or Permanent Resident
- Must pass a pre-employment background check

Excellent benefits package including great employer-paid health benefits, generous paid vacation and sick time, retirement plan matching contributions, and paid transit benefits! To apply, submit a cover letter and resume to [jobs@csteachers.org](mailto:jobs@csteachers.org).