**ORGANIZATION SUMMARY**
For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org).

**POSITION SUMMARY**
LA Promise Fund’s ArtsMatter program provides support to schools across Los Angeles County in arts education and arts integration practices. ArtsMatter implements a suite of programs that promotes learning in Media Arts in schools in South Los Angeles. Programs provide extensive supports to LA Promise Fund’s partner and charter schools and will expand to include other schools across Los Angeles County.

Reporting to the Chief Program Officer and working closely with the grant's cohort of teachers, ArtsMatter staff, consultants, and partners, the Director
will leverage their expertise to advance the project’s goals to improve arts educational outcomes within Los Angeles County schools. The Director will lead efforts to improve and systemize curricular implementation at school sites, lead the Arts Matter team, oversee program strategy/implementation and expand learning opportunities for students. This is a full-time, exempt position grant-funded through September 30, 2026.

RESPONSIBILITIES AND DUTIES

Program Leadership
- Collaborate with Chief Program Officer on program design, implementation, and evaluation
- Supervise and develop individual team members including the Associate Director of Arts Programs and Teaching Artists
- Ensure completion of deliverables for all consultants and partners

Program Funding & Budget
- Collaborate with various stakeholders on grant writing and grant reporting
- Manage and update various program budgets

Partner Engagement
- Manage and maintain good relationships with funders, donors, and corporate sponsors. Develop working relationships with arts organizations and teaching artists
- Enhance relationships with K-12 partners, including teachers, principals, and counselors

Program Communications & Marketing
- Share best arts education teaching practices and curriculum development with local and national K-12 schools, districts and arts organizations
- Monitor social media posts and website

Classroom Strategy
- Develop unique curriculum implementation strategies that optimize the program impact in each classroom given variation among schedules, classroom resources, and/or student characteristics
• Liaise with Teaching Artists to plan strategic supports for teachers, including modeling processes, co-facilitation of activities, and assessment of student work

**Teacher Coaching**
• Support teachers in the planning and implementation of arts education curricula
• Observe teacher practice and offer individualized coaching to improve classroom outcomes
• Develop observational tools and the accompanying resources/interventions to support teacher growth
• Use learning from coaching experiences to inform professional development sessions and adjustment to the curriculum
• Lead Community of Practice to encourage information and knowledge sharing

**Student Advancement**
• Create a structure for advanced student learning opportunities in media arts
• Develop new and deepen existing partnerships through robust engagement from motivated students
• Ensure that all opportunities are appropriate for students and are consistent with the aims and expectations of all ArtsMatter programming
• Recruit and oversee student cohorts who regularly engage in advanced media arts programming

Other duties as assigned

**CANDIDATE REQUIREMENTS**

**Education and Experience**
• 5+ years working in or around K-12 education, adult learning, and/or the arts, preferably within Los Angeles County
• 2+ years working with classroom teachers in a supervisory or collaborative role
• Teaching experience required; arts integration teaching experience preferred
- Education program development experience required
- Bachelor’s degree required, Master's degree preferred

Knowledge, Skills, and Abilities
- Strong foundation in arts education research, models, and strategies
- Knowledge of pedagogical practices for arts education and ability to adapt practice for a variety of contexts
- Ability to work with a variety of classroom teachers with varying degrees of experience in arts education
- Ability to lead student-centered initiatives through dynamic programming with high-profile partners
- Ability to develop and oversee all components of education projects, including curriculum design, scheduling/pacing, instruction/implementation, budget management, data collection, recruitment, and dissemination
- Experience in data management and evaluation to promote strong organizational programs, develop meaningful metrics and ensure continuous quality improvement of programs
- Understanding of the Los Angeles landscapes for K-12 arts education and professional media/entertainment
- Proven track record in leading a passionate team in implementing diverse, representative, and inclusive programming
- Exceptional written and oral communication as well as interpersonal skills
- Ability to work independently and manage multiple priorities and deadlines
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- Innovative thinker who can contribute to continuous improvement of policies and procedures
- Entrepreneurial attitude with the ability to create new relationships and opportunities
- Articulate, professional demeanor with strong self-confidence
- Mission-driven and be able to gather others around them in a common vision of success
- Proficient with Microsoft Office, Google Suite, Zoom, and Adobe Creative Cloud applications for administrative tasks
- Bilingual in Spanish preferred
• Commitment to LA Promise Fund mission and values
• Must clear a LiveScan criminal background check
• Must clear a TB Risk Assessment
• Must complete Mandated Reporter training
• COVID-19 Vaccination

COMPENSATION
Salary commensurate with qualifications, experience, and education. Excellent full benefits package.

HOW TO APPLY
Email your cover letter and resume to careers@lapromisefund.org.