



Program Administrator - Innovation and Design SFUSD iLab

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 55,000 students who speak more than 44 documented languages across 136 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative, and equity-focused organization that approaches public education as a social justice movement, requiring broad collaboration across an array of strategic partners. In 2014, SFUSD created an inspiring statement, [Vision 2025](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, [Transform Learning. Transform Lives.](#), SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025.

About the SFUSD iLab

SFUSD's iLab was designed as a critical lever in 2014 to develop our district as an innovative system that progresses toward [Vision 2025](#). It is a physical space, a process, and a curriculum that fosters innovation across our organization so that all of our students [graduate ready](#) to thrive in the 21st century. It is a systems change strategy that puts pressing problems of practice into the hands of educators and leads them through an equity centered design cycle to develop, test, and implement innovative solutions. The iLab is designed to unleash the creativity of our employees, learn from innovations in the field, and translate these learnings to policy and practice decisions at the systems level.

About the Innovation & Design Program Administrator

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our student's potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

What We Need

As the Innovation and Design (I&D) Program Administrator, you will work under the general direction of the Director of the SFUSD iLab and be responsible for the management of key strategies of the iLab to promote an innovative system in support of preparing each and every student for success in the 21st century. You will be responsible for coordinating and collaborating with stakeholders in schools and across the departments and divisions of the district as they leverage the iLab to solve critical challenges and bring Vision 2025 to life.

Essential Duties and Responsibilities

We expect our I&D Program Administrator, SFUSD iLab to:

- Partner with the Director to design and manage district strategic initiatives to redesign school structures and conditions to realize the Graduate Profile for all of their students, including designing and leading PD for principals and school staff.
- Manage the annual Quality Teacher & Education Act (QTEA) Innovation Awards process, including designing the curriculum, professional development, and coaching for iLab coaches, design sessions for 10-20 schools per year (principals, teachers, classified, parents, CBOs), evaluation, and logistics in support of the process with support from the Director.
- Manage professional development opportunities for SFUSD employees to learn how to use equity centered design to solve complex problems and foster adult and student learning, including by overseeing our iLab certificate program.
- Manage iLab communications in support of innovation through our website and newsletter and appropriate forums, including by sharing “bright spots” within and outside of SFUSD and innovation resources for in and out of the classroom.
- Facilitate equity centered design processes with school and department teams.
- Develop curriculum that makes equity centered design accessible and promotes innovation within SFUSD
- Support partnerships with external partners (e.g. Stanford University) to research the impact of the iLab on district goals

The Strongest Candidates Will Have

Demonstrated knowledge of:

- San Francisco’s public schools/urban public schools and a passionate belief in SFUSD’s commitment to instructional leadership as a lever toward delivering on the SFUSD Graduate Profile
- SFUSD practices, structures, and priorities as outlined in the Strategic Plan and Vision 2025
- Design thinking theory and processes
- Educational innovation theories and practices
- How schools and districts work
- Processes and techniques to create system change
- Creative problem-solving techniques
- Program research and evaluation, using both qualitative and quantitative data

Demonstrated ability to:

- Manage organizational change and initiate key innovations at a school site or district level
- Develop and manage program implementation and evaluation
- Successfully lead effective teams and individuals
- Train and facilitate diverse cross sections of employees in an education setting
- Develop curriculum to support program implementation
- Problem solve and collaborate effectively across multiple functions and roles within a complex organization
- Illustrate strong organizational and project management skills
- Effectively communicate, both orally and in writing
- Establish and maintain effective working relationships
- Establish and manage systems and procedures
- Exercise effective written and verbal communication, facilitation and presentations to large groups and a variety of audiences (e.g., staff meetings, executive briefings, public board meetings, memos)



- Demonstrate strong computer skills including the Google suite of education tools

Minimum Qualifications

- Five (5) years of full-time experience teaching or in school services.
- Valid Administrative Services Credential and a clear teaching credential as required by the California EdCode, Section 44860. BCLAD or English Learner Authorization required.
- A Master's in education or a related field, or comparable management-level experience
- Three to five (5) years of professional-level experience in a large, urban school district, or human resources department, or other educational setting
- Strategic leadership and management experience; in a K-12 public educational setting preferred
- Background in human centered design or innovative practices.

What We Offer

SFUSD offers a competitive salary of \$103,450/year (211 work days) and a comprehensive benefits package including dental and vision plans, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- Visit <http://www.sfusd.edu/jobs> and create a new certificated administrative account to begin your application.
- You will be prompted to electronically attach a letter of interest, resume, references, and administrative credentials/licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process

For more information about SFUSD's Vision 2025, Mission and Strategic Plan please visit www.sfusd.edu.

For other questions, contact us at adminrecruitment@sfusd.edu.

San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy extends to San Francisco County Office of Education, including community school programs and activities.