



Junior Achievement of Greater Washington

Position Title: Director, 3DE

Department: Education

Reports To: Senior Director, 3DE Schools

Employment Status: Full Time

FLSA Status: Exempt

Salary Range: \$85,000 – \$90,000

Be a Part of Something Bigger! Are you looking for work that inspires you? At JA of Greater Washington, we know what matters. We're motivated by our mission – teaching young people how to succeed in a global economy – and we wake up every day inspired to serve more than 40,000 students in the Washington, D.C. area.

But a career at JA of Greater Washington is about more than our mission and programs. Here, you'll find opportunities to learn and grow into new skills and responsibilities. You'll find teammates that quickly turn into friends. You'll find mentors that care, and help you reach new heights. And you'll find the resources, flexibility, and support to live your life to the fullest outside of work, whether that means investing in your family, your education, your hobbies, or your wellbeing.

Join JA, and join us in a career that matters.

Position Concept

3DE by Junior Achievement is an expanding high school learning model which creates a rigorous standards-based learning environment that integrates business connectivity through competency-based case methodology, project-based learning and real-world experiences. JAGW currently operates 3DE partnership schools in Prince George's County, MD and Washington, DC.

The Director, 3DE collaborates with the local 3DE Product Team, teachers, and the school's 3DE administrator to implement the 3DE instructional model with fidelity at designated schools. As part of this team, you will be helping to lead transformation within the schools, building for long-term sustainability, and helping to integrate 3DE into the overall vision of the schools. This role requires someone with a strong operational mindset, able to manage and monitor multiple projects. As part of this collaborative team, you will support the schools in establishing the critical structures and systems needed for 3DE model success, including establishing effective PLCs, gathering data to monitor implementation fidelity and student development outcomes, building a positive student and teacher culture, and coordinating experiences that allow students to positively engage with external business professionals. Within this role, you will cultivate and develop student and teacher leaders, promoting an inclusive culture of engagement and achievement, and developing a strong foundation for success.

Organizational Requirements

- Have ability to pass a federal background check, and to be permitted to work in the presence of children, prior to the first day of employment.
- Must reside in the Greater Washington region before the position start date.

- Must be COVID-19 vaccinated by date of hire to be considered.

Essential Duties/Responsibilities

Model Implementation

- Collaboratively plan for and monitor student engagement in the model and develop solutions to maintain momentum, building up students and ensuring they are aware of valuable opportunities and experiences within and outside of school
- Partner with 3DE teacher team and school staff to support communication of the 3DE model to ensure enrollment targets, parent awareness and support, and teacher interest
- Work collaboratively with teachers, local 3DE implementation staff, and company representatives to plan and execute on and off-site capstone experiences for students
- Support teachers and students in accessing and utilizing the 3DE learning management system and other systems necessary for model implementation
- Collect and manage critical data related to various aspects of the 3DE model and in collaboration with other key stakeholders, use data to make informed decisions related to student progress, volunteer engagement, and other key quality assurance metrics.

Relationship Building & Stewardship

- Build the 3DE cohort culture that fosters a sense of belonging among students and staff, increases student/teacher engagement, supports and empowers teachers and students to become leaders within the 3DE model
- Ensure structures and systems are in place to enable a positive experience for business professionals, ensuring they feel welcomed, adequately prepared, and believe they have made an impact
- Configure 3DE space to build culture, encourage collaboration, foster a sense of community, host students, business partners, and teachers, and set up the learning environment for success

Core Competencies

- **Cultural Agility:** Ability to assess situations and environmental norms to develop savvy strategies
- **Effective Collaboration:** Ability to influence and generate cooperation to achieve collective goals. Proven ability to collaborate with senior management and lead through influence. Experience in managing change and building teams
- **Engaging Communication:** Ability to effectively transfer thoughts and information to influence progress. Strong communication, presentation, and public speaking skills. Ability to adapt communication style based on audience needs and perspectives
- **Creativity & Innovation:** Ability to develop new methods and approaches for success.
- **Self-Direction:** Ability to set priorities and execute with integrity and initiative
- **Critical & Analytical Thinking:** Ability to use logic, research, data, and intuition to solve complex problems. Strong problem-solving skills, with the ability to find effective solutions and troubleshoot school-based issues as they arise

Professional Skills/Abilities

Required

- Understanding of how school systems run, the dynamics of public education, and the workflow of educators
- Proven track record of successful relationship building and management with a variety of stakeholders.
- Ability to motivate and mobilize educators
- Experience using data to inform strategic planning and decision-making.
- Experience organizing multiple projects and competing priorities while effectively managing time
- Proficiency in Microsoft Office Suite

Preferred

- Previous work experience in the non-profit or education sector
- Program management expertise
- Experience with a CRM database

Education and Experience

Required

- Bachelor's Degree
- 5+ years' experience in a classroom setting, with specific expertise in Middle or High school; comparable nonprofit experience as a program coordinator/manager is also acceptable

Preferred

- Advanced degree
- Program or Project Management Certification

Physical Requirements

An ability to drive and reliable access to a personal vehicle is required – approximately 50% of this position requires local travel referenced below. Additional physical requirements include an ability to see, hear, sit, bend, lift and use hands, the ability to continually stand or walk. Prolonged periods sitting at a desk and working on a computer will sometimes be necessary.

Work Environment

A typical week will include virtual and in-person meetings at JAGW offices and 3DE schools in Prince George's County and Washington, DC. School environments vary in temperature, noise level and access to light and dedicated workspace. JA and our partner schools will make every effort to ensure an accommodating workspace at school sites. Routine contact with middle- and high-school students is expected.

JA offices are typically quiet, mostly indoors with windows and occasional low noise from visitors or student groups. All are located in areas with space to walk outside.

Location

A typical week includes a blend of virtual and in-person meetings at JAGW offices and 3DE partner schools throughout Prince George's County and Washington, DC. This hybrid role supports at least two school sites and requires a flexible schedule, with regular travel between locations. The position is not based at a single school each day.

The role requires a consistent in-person presence across all local 3DE schools on a weekly basis, as well as attendance at offsite student events during the school day. Limited overnight travel to other 3DE sites nationwide may be required.

JAGW operates under a hybrid work policy determined by department and role based on workflow needs. While some remote work is possible, this position will primarily include an onsite component for the majority of the workweek.

Schedule

Typical workday is 8 hours, Monday through Friday. While most JA staff keep 8am-4pm or 9am-5pm office hours, due to this position's direct relationship with schools, it may be necessary on occasion to accommodate meetings during 7:30am-3:00pm school hours and to attend rare evening or afterschool events. Overtime is not expected, however due to the number of collaborators in this partnership, excellent time management is required in order to manage work-life balance.

Benefits

- 100% company paid medical/dental/vision coverage/group life insurance for employee
- 401(K) plan in which JAGW contributes 3% of an employee's pay after employee has worked at least two months.
- Paid Parental Leave offered to full-time employees who have been with JAGW for at least a year.
- Employees may be granted up to 16 hours of paid volunteer activity leave per calendar year.
- Generous paid time off program in which the benefits increase along with your tenure with the organization
- Observe all federal holidays during the calendar year. In addition, JAGW observes December 25 – December 31 as a paid holiday.

JAGW is an Equal Opportunity/Affirmative Action Employer

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status or any other status protected by state or federal law.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Next Steps

To apply please email a resume and cover letter to jagwjobs@ja.org and reference the position title in the subject line. Incomplete applications will not be considered. No phone calls, please.