

TEACH FOR THE PHILIPPINES LEADERSHIP DEVELOPMENT MANAGER

Position Summary:

Leadership Development Managers (LDMs) play a significant role in the organization. *As direct managers of Teach for the Philippines' Teacher Fellows, they regularly coach and monitor competency development, performance, and leadership growth through check-ins, observation-debrief cycles, and school group meetings.* As professional managers, LDMs are responsible for cultivating a strong and effective professional relationship with Teacher Fellows, providing individualized support both in technical and soft skills, and building mindsets to ensure that Teacher Fellows are successful inside and outside of the classroom. As the first point of contact between Teacher Fellows and the organization, LDMs help Teacher Fellows who are deployed across the country with integration into their school communities, and in reinforcing the culture of the organization. LDMs are passionate team players and skilled intercultural communicators. An enjoyment of field work is a must – travel throughout the Philippines is required.

- **What is the job's purpose?** The purpose of the job is to support Teacher Fellows to ensure their growth (measured through a Competency-Based Evaluation tool) and impact (measured through improved student learning outcomes) during their two-year program.
- **Why is the job important?** Approximately 24.5 million Filipino public school students can benefit from a teacher who can facilitate a transformative learning experience. Teacher Fellows who complete their two-year Fellowship Program in good standing contribute to the attainment of our shared vision by becoming excellent alumni for the organization. When our Teacher Fellows experience success in teaching in a public school classroom, they enable all parties – communities, partners, alumni, and staff – to passionately drive collective, systemic change inside and outside the organization making an excellent education available to all Filipino children within our lifetime.
- **What position does this job report to?** This role reports and is accountable to the Fellowship Program Director.
- **What are the main challenges facing this role?** The principal challenge is the balancing act between being both a leadership coach and a professional manager. In this role, one's key progress measures include not only looking out for teacher effectiveness, but also viewing the Teacher Fellow holistically as a contributing professional to Filipino society. There is the challenge of maintaining emotional and professional distance from the various situations at hand. Work hours may also vary as support for Teacher Fellows entails flexibility to their daily schedules.
- **What is included in operating effectively?** Avoiding any professional or personal action or activity which may result in economic loss, legal action against, or social embarrassment to the Organization. Avoidable economic loss, such as missing a flight, negligence, or missing a required event for reasons in violation of Section 11.15, Employee Handbook, Missing Required Events, may require you to reimburse the organization in our effort to work responsibly with donated funds.

RESPONSIBILITIES	QUALIFICATIONS
<p>General Responsibilities</p> <ul style="list-style-type: none"> ● Develop a deep understanding and commitment to TFP’s Vision, Mission, and Core Values ● Become familiar with TFP’s Employee Handbook, especially the Code of Conduct, Child Protection Policy, and Emergency Protocol ● Stay abreast with policies and processes of the Department of Education that affect the work of our Teacher Fellows ● Stay a step ahead of movements in trends in teacher coaching & mentoring ● Ensure a harmonious, productive working relationship with Teacher Fellows, other staff members, and public and private partners. <p>Specific Responsibilities</p> <p><u>Coaching and Performance Management (60%)</u></p> <ul style="list-style-type: none"> ● Facilitate Teacher Fellows’ competency development through: <ul style="list-style-type: none"> ○ Bi-weekly check-in calls and coaching conversations, focused on providing individualized and contextualized support/feedback ○ Pre-games and debriefs for critical projects/events, as needed, to clarify plans and next steps, and to draw out insights and lessons learned ○ School group meetings and learning circles, as needed, to guide Teacher Fellows in achieving collaborative goals and/or for conflict management ○ Enforcing TFP’s policies in managing Teacher Fellows’ performance and disciplinary cases, in consultation with the Human Resources Team ○ Crafting and implementing coaching/support plans for Teacher Fellows who are experiencing significant performance challenges/concerns ● Conduct quarterly or semestral in-person visits to placement sites <ul style="list-style-type: none"> ○ Observe Teacher Fellows’ classes, school activities, and interactions ○ Coordinate with School Principal on Teacher Fellows’ workload and performance ○ Collect feedback from school community partners to inform Teacher Fellows’ work ● Conduct bi-annual performance evaluations using TFP’s Competency-Based Evaluation (CBE) tool, to ensure that Teacher Fellows are developing towards identified targets/goals <p><u>Monitoring and Reporting (20%)</u></p> <ul style="list-style-type: none"> ● Regularly monitor and evaluate Teacher Fellows’ professionalism and performance, including but not limited to: daily attendance, timeliness and quality of submitted 	<p>Background and Experience</p> <ul style="list-style-type: none"> ● Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines ● Bachelor’s degree required, preferably in Psychology or Human Resource Management ● Graduate degree in related fields is a plus ● 2 or more years’ experience as a Mentor or Coach leading individuals and teams is required ● 2 or more years of teaching experience is an advantage ● Experience working with public schools and organizations is a plus ● Willingness and ability to travel independently using various modes of public transportation ● Willingness to work weekends and evenings for critical/emergency or time-bound activities ● Willingness to take on significant responsibility and accountability over a range of individual human concerns <p>Skill Competencies</p> <ul style="list-style-type: none"> ● Proven knowledge of Human Development and/or Coaching principles and frameworks ● Communication <ul style="list-style-type: none"> ○ Fluency in English and Filipino ○ Strong written skills ○ Outstanding interpersonal skills ● Organizational Skills <ul style="list-style-type: none"> ○ Ability to juggle multiple tasks at once ○ Excellent attention to detail ○ Ability to develop efficient systems, tools, and processes ● Problem-Solving and

outputs/deliverables, maintenance of positive well-being/health/safety and relationships, and alignment with TFP Core Values

- Provide immediate and appropriate support to Teacher Fellows experiencing safety/security issues, following TFP's Emergency Protocol and in consultation with the Fellowship Program Director and Senior Leadership Team
- Prepare weekly reports on Teacher Fellow concerns, for discussion with the Fellowship Program Team, Fellowship Program Director, and Senior Leadership Team
- Work with other function teams to identify individual Teacher Fellows' developmental needs and provide timely and appropriate support
 - Collaborate with Focus Area Managers to identify group or cohort wide trends in Teacher Fellows' well-being, teaching effectiveness, and stakeholder management
 - Refer Teacher Fellow concerns to Focus Area Managers or experts for advanced support
 - Work with the Student Development Managers and Data and Impact Assessment Team to identify Teacher Fellows' developmental needs for achieving better student outcomes

Stakeholder Management (10%)

- Set up regular meetings with School Principals to facilitate smooth entry, integration and exit of the Teacher Fellows in the community, in coordination with the Government Relations and Placement Team
- Build and maintain positive relationships with community stakeholders and act as an excellent ambassador of TFP to rally others towards the organization's vision and mission
- Coordinate with community stakeholders, as needed, to implement various events and activities in support of TFP function teams
- Refer stakeholder management concerns to the Community Engagement Manager or Government Relations and Placement Team for advanced support

Logistics and Administrative (10%)

- Manage the deployment of Teacher Fellows to their assigned placement at the start of the school year, including but not limited to: identification of housing options, courtesy calls with key community partners, and community asset mapping
- Support the Human Resource Team in implementing TFP's Employee Handbook policies and procedures, such as but not limited to: approval and processing of leave requests, awarding Fellowship Points, and assessing and executing next steps for policy violations
- Maintain trackers for efficiency in monitoring and reporting
- Develop communication plans and standard operating

Decision-Making

- Ability to make quick and effective decisions and think on his/her feet
- Ability to take on a big picture perspective and identify possible collaborators to address an issue
- Technical and Administrative
 - Strong technological skills (including knowledge and familiarity with Zoom and Google Workspace) is required
 - Experience tracking a budget is required

Character

- Deep commitment to and excellent Ambassador of Teach for the Philippines' Core Values
- Growth mindset
- Empathic and kind
- Resilient and open
- Professional
- Innovative

<p>procedures, as assigned by the Fellowship Program Director</p> <ul style="list-style-type: none">● Perform other field data collection activities that will help us evaluate the impact of our programs, as requested by the Data and Impact Assessment Team● Perform cash disbursements to Teacher Fellows, as needed	
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