

**E3 Alliance Blueprint Specialist  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=231319>

Downloaded On: May. 9, 2024 4:34am

Posted Feb. 23, 2024, set to expire Nov. 29, 2024

**Job Title** E3 Alliance Blueprint Specialist  
**Department** Education  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Feb. 23, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Education  
Administration - Other

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**Job Description**

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**E3 Alliance Blueprint Specialist**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

E3 Alliance Blueprint Specialist

### **Job Description Summary:**

E3 Alliance is looking for a full-time Specialist to support the Blueprint team in facilitating systems change in education, focused on the early learning space. They should have a strong background in Pre-K to 12 education and have experience working in education systems and/or closely aligned community supports. The specialist will support several key initiatives of the organization focused in the Pre-K to 5th grade space, most notably Early Education and Early Literacy. They will also play a supportive role in our work extending to secondary, post-secondary, and workforce. The Specialist will have the responsibility to increase regional capacity to maximize student equity and outcomes through achieving Blueprint's 5-year objectives. The Specialist will work with the Blueprint team and with regional school district partners, cross-sector partners, and community members to implement data driven initiatives and/or strategies.

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### **About E3 Alliance:**

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

**Our Core Values:** Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2024 designation for the 4th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely with some regularly scheduled and ad hoc meetings and initiatives requiring time in-person in the office with team and community partners.

### **Primary Duties and Responsibilities:**

Support new and ongoing collaborative initiatives in Early Learning (Pre-K to K) and Learning Foundations (K-5)

### **Using Data to drive action**

- Apply data analytics and research results to guide system transformation
- Show initiative and innovation by bringing new ideas to the space that will help advance student equity and regional education outcomes
- Identify areas of needs and plan for continuous improvement within internal and external systems that impact student success
- Collaborate with the internal research team to understand, vet, and communicate data effectively to improve education systems.

### **Catalyze Regional Commitment by working with key community members**

- Manage new and ongoing collaborative action projects E3 undertakes as needed to advance equitable outcomes for students

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- Collaborate on improving student outcomes through multiple collaborative initiatives
- Assist with the planning of both small- and large-scale events for multiple audiences on initiatives, strategies, and outcomes
- Coordinate with school districts, IHE's, and other staff partners to identify systemic challenges and bring promising practice and policy changes to scale using a collective impact framework
- Plan and execute meetings to facilitate joint action by a range of partners and constituents with diverse missions and perspectives to drive aligned action in improving educational outcomes for students in Central Texas
- Initiate, develop, and cultivate positive relationships with partners and other organizations in collective impact work
- Act as E3's representative in community meetings, and work to align community priorities and goals to positively impact student outcomes
- Show initiative and innovation by bringing new ideas to the space that will help advance student equity and regional education outcomes and helping to decide which initiatives to "let go" based on value in driving positive change

### **Engage Students, Families and Practitioners to co-design solutions**

- Foster community engagement and build capacity to impact communities through intentional inclusion in our work
- Work in collaboration with the Student and Family Engagement Specialist to develop a clear plan for community engagement in all Blueprint initiatives
- Track progress on increasing community engagement in initiatives as appropriate

### **Grant writing and reporting**

- Be responsive to Development Team requests for information to provide content for grant requests and fund-raising collateral
- Track expenses and monitor initiative budgets
- Use quantitative and qualitative data to inform grant reporting and guidelines
- Complete grant reports in a timely fashion

### **Other Duties and Responsibilities**

- Ensure that an equity lens is used in defining and executing work
- Center student success at the forefront of the work

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- Other duties as assigned

### Required Qualifications

- A Bachelor's Degree in Education or related field or equivalent relevant experience
- Experience in working in education delivery and/or administration, preferably in Central Texas
- Knowledge of practices and theory specific to education practice, specifically, improvement science focused on advancing equity in education
- Exceptional organizational skills and attention to detail
- Ability to draft effective, streamlined, and error-free communications
- Experience coordinating multiple projects with diverse stakeholders and tight deadlines
- Strong relationship-building skills with internal and external stakeholders
- Ability to take direction and complete tasks independently
- Experience in using data to drive decision-making
- Proven ability to establish and nurture relationships with key partners and community members
- Strong facilitation skills with the ability to plan and conduct efficient meetings
- Recognition and respect for diversity of culture and background
- High proficiency in Microsoft Outlook, Excel, PowerPoint, Word, Google Drive and Project Management tools

### Preferred Qualifications

- Established relationships with key partners, including school districts and education experts in Central Texas desired
- Established relationships with adjacent sector partners (housing, workforce, medical, etc.)
- Experience working in early childhood systems or policy
- Deep knowledge of early literacy, early learning in the K-5th grade space
- Work experience in a fast-paced, mission-driven work environment
- Good working knowledge of math, STEM and CTE instructional practices within school district systems
- Bilingual/bicultural

### Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through

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this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

### **Salary Range:\$67,500 - \$84,000**

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

### **To be considered for this position applicants must:**

- Upload your resume and cover letter when submitting your ACC application
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

### **Number of Openings:1**

### **Job Posting Close Date:**

March 7, 2024

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change,

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amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance-Blueprint-Specialist\\_R-5745](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/E3-Alliance-Blueprint-Specialist_R-5745)

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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

Education

Austin Community College

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