



**The Mind Trust**  
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450  
Indianapolis, IN 46202  
317.822.8102

## **Job Description: Director of Schools**

### ***Organizational Overview***

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement; empowering talented, diverse educators to launch new schools; and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 49 schools and 15 education nonprofit organizations, and has helped place more than 1,800 teachers and school leaders in Indianapolis classrooms. More information can be found at [themindtrust.org](http://themindtrust.org).

### ***About Working at The Mind Trust***

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes and equity. The organization prides itself on its inclusive and dynamic culture, with a focus on quantitative measures and continuous improvement, and is highly collaborative and team-oriented, while also offering a flexible work environment. The organization strives to be anti racist in all its programming, policies, and procedures.

### ***Position Overview***

The **Director of Schools** reports to the Senior Vice President of Schools and will support and monitor the school investment support work to increase quality outcomes for all students in the charter and innovation sector. The primary role of the **Director of Schools** will involve working collaboratively with the Great Schools Team and across departments to increase quality seats across the Indianapolis landscape. The Director of Schools will also remain abreast of the needs of the education landscape to align resources and support in pushing the work of the Mind Trust forward through consistent engagement with the schools, vendors/ education partners, and authorizers.

To be successful, the **Director of Schools** must: be an independent yet collaborative, self-motivated strategic and operational thinker; demonstrate strong written and verbal communication skills; possess exceptional attention to detail and a high bar for quality; be able to organize, prioritize, and direct a large volume of projects and tasks; seek solutions as an active

problem solver; and eagerly partner with all colleagues to collaboratively extend The Mind Trust's impact.

### ***Position Responsibilities***

- Engage regularly with schools and contracted vendors to ensure alignment to the agreements in support of increasing student outcomes.
- Compile and analyze program and investment outcomes through quarterly reporting, surveys and case studies.
- Create and maintain a library of high quality school supports for use by current and future school leaders and staff
- Work in collaboration with the members of the schools team that manage the budgets and programming of school support.
- Research and aggregate publicly available school data, including state assessment data, and present key legislative changes that impact schools in Indianapolis and across the state.
- Conduct ongoing school visits to identify resources that support best practices
- Support in the research and identification of high quality education providers that support existing schools and incubation.
- Arrange logistics for school support events with an emphasis on high quality planning and execution.
- Support Great Schools staff by coordinating meetings, events and visits for key stakeholders.
- In collaboration with the Great Schools team, support in the recruitment and cultivation of talent.

### ***Qualifications***

- Bachelor's degree or higher; preferably in the education field.
- Minimum of three to five years in building level school leadership/instructional coaching.
- Demonstrated success in curriculum and instructional systems
- Commitment to and enthusiasm for The Mind Trust's mission and Core Values.
- Sharp attention to detail and strong organizational skills.
- Strong interpersonal skills to facilitate relationships with visitors/ guests and others outside the organization.

- Willingness to take initiative and pitch in as needed on any and all tasks.
- Excellent team player and enthusiasm for working in a collaborative environment.
- A strong commitment to equity and school choice

***Compensation***

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental, and vision insurance, a 403b retirement plan, and paid time off. The Mind Trust is an Equal Opportunity Employer.

***To Apply***

Submit cover letter and resume to:

Kelli Marshall

Email: [kmarshall@themindtrust.org](mailto:kmarshall@themindtrust.org)