

K-12 Program Manager

American Association of Physics Teachers

Overview

The K-12 Program Manager will work with the Association's Executive Office to plan and manage K-12 programs in alignment with the Board-approved strategic plan. The K-12 Program Manager will

- work closely with AAPT K-12 members with the goal of increasing teacher engagement in AAPT.
- develop professional learning opportunities for K-12 physics teachers, manage K-12 teaching awards, and serve as a resource for developing and maintaining publicly available information about AAPT's resources for K-12 physics teachers.
- take an active role in identifying needs of K-12 physics teachers and developing new initiatives to serve those needs.
- work collaboratively on grant-funded initiatives that advance K-12 physics education, along with developing grant proposals and developing other funding sources to support AAPT's K-12 programs.
- work with other science teaching organizations to promote K-12 physics education and professional development, while serving as a resource for AAPT and its members in these areas.
- work with AAPT staff, Board, and members to develop policy statements on matters dealing with K-12 education.
- Other projects and responsibilities may be assigned by the CEO or the Director of Higher Education Programs and Grants.

Qualifications

- A bachelor's degree (or higher) in physics or a closely related field.
- Four or more years teaching high school physics in the US.
- Experience offering professional development workshops to K-12 teachers of physics.
- Familiarity with the Next Generation Science Standards, the Common Core State Standards in Mathematics and in English Language Arts, and Advanced Placement or similar programs in physics.
- Ability to work effectively with a wide range of Executive Office staff members and K-12 teachers of physics.

Personal Qualities and Competencies

- Exceptional interpersonal and decision-making skills.
- Strong communication and relationship-building skills.
- Ability to lead and motivate colleagues and volunteers.
- Strong attention to detail.
- High level of credibility and integrity.
- Adept at managing tasks, planning meetings and events, and balancing priorities.
- Self-starter, proactive, and persistent, able to assume initiative, flexible and resourceful.
- Strong commitment to diversity, equity, and inclusion and fostering an inclusive culture that welcomes and appreciates different perspectives.

Organizational Overview

We are the American Association of Physics Teachers. Our mission is to advance physics teaching and learning by serving as the trusted hub for valued resources and programs, facilitating strong professional networks, and supporting members to advocate for physics education. AAPT aspires to create a future where the understanding of physics is driven by a vibrant, diverse, and empowered community of educators, researchers, and learners, which increasingly benefits the world. The American Association of Physics Teachers is a 501(c)(3) membership corporation. AAPT is an international organization for physics educators, physicists, and industrial scientists—with members worldwide. AAPT provides awards, publications, and programs that encourage teaching practical application of physics principles, support continuing professional development, and rewards excellence in physics education. AAPT was founded in 1930 and is headquartered in the American Center for Physics in College Park, Maryland. For more information, see aapt.org.

Why Work for AAPT?

AAPT wants you to love working at the Association, and we have a workplace culture that supports that goal. With a small, friendly staff and our commitment to ongoing learning and development, we work hard to make sure AAPT is a rewarding place to work. Did we mention that you will work with amazingly talented colleagues in a variety of departments? For full-time positions, we offer competitive pay, generous benefits including medical insurance, teleworking, and free parking. This position has the option for remote work with a preference for candidates

in or willing to relocate to the Washington, D.C. area. Candidates requesting remote work from California will not be considered. We anticipate that the position will start in January 2025.

To Apply

We would like you to apply even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences. Simply email your cover letter and resume to Rachel Ivie, AAPT Director of Higher Education Programs and Grants, at rivie@aapt.org with “AAPT – K-12 Program Manager” as the subject of the email. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email. Please apply by December 9, 2024.