



## **Job Description**

### **Position Title:**

Operations and Logistics Manager, Office of Reading

### **Reports To:**

Becky Cox, Executive Director of Reading

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway, 12<sup>th</sup> Floor  
Nashville, TN 37243

### **Goals and Vision:**

The Tennessee Department of Education has begun a new chapter where we will build on the strong foundation in each of our schools and districts to realize our goals for Tennessee students. If we are successful, districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark upon their chosen path in life. This is our unifying vision: success for all students upon graduation from high school. This is how Tennessee Succeeds. To this end, we have set three ambitious goals to guide our work through the next five years:

- Tennessee will rank in the top half of states on the National Assessment of Educational Progress (NAEP), or the nation's Report Card, by 2019.
- The average ACT composite score in Tennessee will be a 21 by 2020.
- The majority of high school graduates from the class of 2020 will earn a postsecondary certificate, diploma or degree

The Department's [strategic plan](#) places an emphasis on rigorous standards, aligned assessment, and strong accountability, and by focusing on five priority areas of its strategic plan: early foundations and literacy, high school and bridge to postsecondary, all means all, educator support, and district empowerment.

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The Operations and Logistics Manager will play a critical role in advancing the strategic plan of the Department. The individual in this role will be charged with supporting statewide professional development programs designed to support teachers, and school and district leaders, with a specific emphasis on the Read to be Ready Coaching Network. The Operations and Logistics Manager will be responsible for managing logistics and supporting implementation, focused on high-quality execution and continuous improvement. The immediate priorities for this role will be supporting the ongoing Read to be Ready Coaching Network, designed to support regional Reading Coach



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Consultants, district coaches, school and district leaders, and teachers. This individual will also provide collaborative operational support to other events and meetings.

The Operations and Logistics Manager will report directly to the Executive Director of Reading and will work with a variety of team members and contractors.

### **Responsibilities:**

- Coordinate the contracting process and invoicing process with all vendors related to Office of Reading.
- Support the development of and manage the overall operations and logistics of all events and projects led by the Office of Reading.
- Create and implement logistics plans for all major events, including staffing plans. Maintain a high bar for excellence in the logistics of events and seek improvement between all events.
- Support venue management, including communications with sites and documentation of event needs and requirements. Secure meeting locations to match events specifications and budget, and support relationships with venues across the state.
- Provide overall event support, including advance coordination and on-site support.
- Coordinate logistical needs with event managers and on-site staff to ensure high quality, customer service-focused execution of all events.
- Support management of meeting materials, including tracking inventory, printing, and distribution or shipment of materials.
- Support communications to personnel and participants of trainings and meetings.
- Support registration system design and management for events and major conferences.
- Provide reports on registration, including overall trends and records of attendance.
- Support special projects for the Office of Reading, the Division of the Chief Academic Officer, and cross divisionally as requested.

### **Qualifications:**

- Bachelor's degree is required.
- Must be located in or willing to relocate to the greater Nashville area.
- Comfort and proficiency with a variety of technology skills, especially Excel, Word, and PowerPoint.
- Demonstrated excellence in organization and attention to detail.
- A track record of success managing projects by tracking deadlines and achieving milestones overtime, with proficiency in managing multiple work streams.
- Ability to use sound judgment to identify and creatively solve problems with a solutions-oriented, "whatever it takes" mindset. A self-starter with strong independent reasoning skills.
- Evidence of continuous improvement and ongoing learning orientation. Desire to work with educators from across the state to provide training and support.
- Ability to successfully build positive, productive working relationships on diverse teams.



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- Ability to communicate effectively to a variety of audiences.
- Strong desire to provide excellent customer service.
- Desire and ability to work and maintain optimism in a fast-paced, collaborative environment.

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [pam.wray@tn.gov](mailto:pam.wray@tn.gov). Applications should be submitted by Wednesday, October 26.

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*