



## Junior Achievement of Wisconsin, Inc. Position Description

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**Position:** 3DE School Implementation Manager

**Leader:** 3DE Senior Director

**Location:** SE Wisconsin

**Team:** 3DE Product Team

**Status:** Full-Time, Contracted (Mid-August to Mid-June, one-year position with potential to become full-time/permanent)

**FLSA Status:** Hourly, Non-Exempt

**Work Environment:** Hybrid

### A POWERFUL PURPOSE:

At Junior Achievement, we believe in the boundless possibility of young people. A community connected education partner, Junior Achievement of Wisconsin's purpose is to inspire and prepare young people to succeed. Junior Achievement reaches more than 50,000 students in Southeast Wisconsin annually in relevant, hands-on, minds-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement team members are known for their passion for the JA mission that brings together business and education to work with K-12 students so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

### POSITION CONCEPT:

3DE is the newest product from Junior Achievement to transform high school education. 3DE was designed with and is implemented in partnership with school districts to make high school more relevant, experiential, and connected to the real world through project-based learning, case methodology, and competency development. Our goal is to prepare students for the demands of tomorrow's economy, providing them with the opportunity for a choice-filled life.

The 3DE School Implementation Manager collaborates with the local 3DE Product Team, teachers, and the school's 3DE administrator to implement the 3DE instructional model with fidelity at designated schools. As part of this team, you will be helping to lead transformation within the schools, building for long-term sustainability, and helping to integrate 3DE into the overall vision of the schools. This role requires someone with a strong operational mindset, able to manage and monitor multiple projects. As part of this collaborative team, you will support the schools in establishing the critical structures and systems needed for 3DE model success, including establishing effective PLCs, gathering data to monitor implementation fidelity and student development outcomes, building a positive student and teacher culture, and coordinating experiences that allow students to positively engage with external business professionals. Within this role, you will cultivate and develop student and teacher leaders, promoting an inclusive culture of engagement and achievement, and developing a strong foundation for success.

On a typical day, you'll be in schools providing boots on the ground support including meeting with teachers, observing classes, troubleshooting implementation challenges, checking in with students, prepping materials for case activity, planning events to integrate business partners, and reporting back on progress.

### PRIMARY RESPONSIBILITIES:

- Model Implementation

- Work collaboratively with teachers, local 3DE implementation staff, and company representatives to plan and execute (logistics and event planning) all elements of case activity.
  - Collaboratively plan for and monitor student engagement in the model and develop solutions to maintain momentum, building up students and ensuring they are aware of valuable opportunities and experiences within and outside of school.
  - Partner with 3DE teacher team and school staff to support communication of the 3DE model to ensure enrollment targets, parent awareness and support, and teacher interest.
  - Support teachers and students in accessing and utilizing the 3DE learning management system and other systems necessary for model implementation.
  - Collect and manage critical data related to various aspects of the 3DE model and in collaboration with other key stakeholders, use data to make informed decisions related to student progress, volunteer engagement, and other key quality assurance metrics.
- Relationship Building & Stewardship
    - Build the 3DE cohort culture that fosters a sense of belonging among students and staff, increases student/teacher engagement, supports and empowers teachers and students to become leaders within the 3DE model.
    - Ensure structures and systems are in place to enable a positive experience for business professionals, ensuring they feel welcomed, adequately prepared, and believe they have made an impact.
    - Configure 3DE space to build culture, encourage collaboration, foster a sense of community, host students, business partners, and teachers, and set up the learning environment for success
  - Other duties assigned

*The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.*

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree required with Middle or High school experience, minimum of 5 years; comparable nonprofit experience as a program coordinator/manager is also acceptable. Experience using data to inform strategic planning and decision-making. Proven track record of successful relationship building and management with a variety of diverse stakeholders. Experience organizing multiple projects and competing priorities while effectively managing time. Strong organizational, interpersonal, event planning, and presentation skills. Strong communication and problem-solving skills. Proficiency with Microsoft Office Suite and data management. Capable of working independently. Ability to prioritize tasks. Competency in or willingness to learn computer-based programs. Must have a valid Wisconsin Driver's License.

**WORK ENVIRONMENT:** This position operates under a hybrid work schedule; however, on-site presence is required on all days when case activity occurs at the schools, which is the majority of days. This is a critical component of the role, as it directly supports team collaboration and the delivery of our programing. Onsite presence is necessary to ensure effective communication, access to specialized equipment or resources, and to maintain the quality and efficiency of job performance. This requirement may also include working outside of normal business hours as required to support business needs.

**PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.