



PROGRAM MANAGER, SCHOOL CULTURE AND WELL-BEING

JOB DESCRIPTION
FULL TIME, IN PERSON, DALLAS TX

Who We Are

[United to Learn](#) (U2L) started as a small, informal volunteer-only effort in 2013 and attained our official status as a 501(c)(3) nonprofit in July of 2017. Today the U2L network has grown to 124 Dallas ISD elementary schools, 50+ community partners (including independent schools, businesses, and faith-based organizations), 30+ full-time staff members, 80+ volunteer school liaisons and over 2,000 supporting volunteers. We believe our city's potential lives within our youngest learners. Yet we recognize that too many of our youngest learners are not set up for success. We aim to solve that problem with community support and resources. The mission of United to Learn is activating community investment to ensure educators and students thrive. Learn more about the organization [here](#).

The Role

United to Learn's Program Manager, School Culture and Well-being oversees the implementation and effectiveness of programs delivered across our partner schools. As a key member of the Programs Team, this role ensures the effective execution of United to Learn's overall strategy and vision across all program's big bets and priorities, with a focus on school culture and wellbeing.

Reporting Structure

The Program Manager, School Culture and Well-being reports to the Director of Programs.

Key Measures of Success/Goals

- Deliver at least 95% of planned Workplace Wellness Experiences, culture systems, and campus PD on time and to school-identified needs, and improve a defined educator well-being / campus-culture indicator as measured by 90% of cohorted campuses meeting the climate survey goals.
- Co-facilitate SCW rubric-aligned PD such that at least 80% of participating educators demonstrate use of a targeted practice on a follow-up implementation walk, with participant satisfaction of 4 out of 5 or higher as a secondary measure, and 90% of principals agreeing that the partnership contributed to measurable academic outcomes.
- Conduct at least 3 implementation walks per cohorted campus using the SCW Thriving Campus Rubric, deliver written recommendations after each, and maintain 95% accurate SCW data in Salesforce—moving average campus fidelity scores by 15% from baseline to endline with a recommendation follow-through rate of at least 70% as measured by campuses implementing recommendations from walks and professional learning.

Essential Competencies

Strategic Execution

- Oversees progress across team initiatives, ensuring stakeholders remain informed and identifying risks or obstacles that may impact outcomes
- Monitors budgets, goals, and milestones across assigned initiatives and makes recommendations to improve performance or address variances
- Analyzes data across assigned initiatives and translates findings into actionable recommendations that support leadership decision-making
- Identifies, recommends, and implements process improvements for their role and department to improve outcomes

Effective Communication

- Develops communication approaches that consider audience needs, desired outcomes, and organizational context to maximize effectiveness
- Facilitates meetings and delivers presentations and reports that create clarity, alignment, and accountability for results
- Actively seeks feedback, addresses communication gaps, and reinforces clear messaging and follow-through among team members and collaborators
- Exercises discretion and confidentiality when engaging with internal and external stakeholders

Relationship Building

- Develops and strengthens stakeholder relationships that advance initiative and departmental goals while identifying opportunities for new partnerships and collaboration
- Seeks and applies feedback from stakeholders and collaborators to improve personal effectiveness, team performance, and initiative outcomes
- Serves as the escalation point for service issues and conflicts across assigned initiatives, resolving issues at their level and escalating unresolved or high-stakes issues to leadership as relevant
- Designs and oversees the volunteer experience within their initiatives, ensuring clear role expectations, real-time support, and structured feedback mechanisms are in place after each engagement
- When organizational decisions are communicated, represents them consistently to initiative collaborators and external stakeholders, while directing questions and concerns privately to leadership

Mission Commitment

- Demonstrates knowledge of U2L network, program priorities, and campus-level outcomes, using this understanding to guide initiative decisions and stakeholder engagement
- Incorporates relevant educational and nonprofit best practices and actively seeks feedback to continuously strengthen program impact and advance organizational goals

Ideal Candidate Qualifications

- Hold a bachelor's degree and school-based teaching or non-profit experience preferred
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

As a full-time employee, the Program Manager, School Culture and Well-being will receive:

- Competitive salary ranging from \$65,000 - 85,000, commensurate with experience and qualifications
- Medical, dental, and vision insurance benefits
- Employer contributions to a SIMPLE IRA retirement plan
- Generous paid holiday schedule aligned with the Dallas ISD administrative calendar, including 7 federal holidays and 20 additional holidays throughout the academic year, with extended Thanksgiving, Winter Holiday, and Spring Break time off
- 10 days of accrued paid time off (PTO) annually, available to use throughout the year
- 7 days of paid sick leave per fiscal year