



# Program Manager

District Support, Professional Learning, & Curriculum

**Starting Salary Range:** \$50,000 - \$55,000

**Location:** Tulsa, OK

**Full or Part Time:** Full Time

**Supervisory:** No

**Reports to:** Senior Program Manager

**Date Opened:** May 15, 2026

## Position Description

Under the direction of the Sr. Program Manager, the Program Manager (PM) leads district-facing support through the design, coordination, and scaling of high-quality professional learning and instructional resources. This role prioritizes building strong partnerships with school systems to strengthen instructional practice, align curriculum to standards, and increase educator capacity across PK-20 environments.

At Tulsa Regional STEM Alliance, we value diversity, equity, and inclusion. Ideal candidates actively reflect on how individuals' identities may confer advantages or disadvantages in the workplace, even when unrequested or unearned. They actively contribute to creating an inclusive environment where all partners and colleagues feel embraced, respected, and valued. They strive to foster engagement and connection to the community while ensuring a safe and secure environment free from abuse and harassment.

Tulsa Regional STEM Alliance (TRSA) sits at the intersection of community partnerships, nonprofits, industry, and workforce development initiatives, and PK-20 school systems, shaping, creating, and supporting high-quality STEM education for all. Collaborating with other Program Managers, the PM is the primary lead on the development and enactment of PK-20 educator experiences and high-quality instructional materials. The PM serves as a primary liaison to school districts, working collaboratively with administrators and educators to assess needs, co-design professional development, and support implementation of high-quality curriculum and instructional strategies. While this role maintains a content emphasis in computer science and mathematics, its primary focus is on advancing systemic instructional improvement through district partnership and support.

The PM contributes to TRSA's broader ecosystem strategy by aligning district needs with community assets, ensuring educators have access to relevant, high-impact learning experiences and resources that improve student outcomes and expand STEM access.

This role should be expected to be able to process data and use Excel, deliver project management through software, and utilize all aspects of Google Suite. Local travel to TRSA-sponsored activities as needed and only occasional overnight travel.

## Position Responsibilities

*Examples of responsibilities include, but are not limited to:*

### Professional Learning

- Design and deliver sustained, high-quality professional learning aligned to district, partner, and TRSA goals
- Build professional learning pathways that develop educator capacity over time
- Differentiate professional learning for educators, instructional coaches, and administrators
- Evaluate professional learning effectiveness and adjust based on educator and district feedback

### Curriculum & Instructional Resources

- Support districts in selecting, adapting, and implementing high-quality instructional materials
- Curate and develop CS/Math-aligned resources that integrate into district curricula
- Align TRSA resources (e.g., STEM in a Bag, STEM Shoppe) to district instructional priorities
- Ensure materials support equitable, standards-aligned instruction

### District Partnership & Support

- Serve as a primary point of contact for partner districts to support STEM instructional priorities
- Conduct needs assessments with district leaders to inform professional learning and curriculum alignment
- Co-design and implement district-level professional learning plans
- Support districts in aligning instruction to standards, career pathways, and high-quality STEM practices
- Provide ongoing coaching, follow-up, and implementation support

### Content Area Emphasis: Computer Science & Mathematics

- Provide subject-matter expertise to support the implementation of computer science and mathematics instruction, curriculum, and professional learning
- Strengthen high-quality, STEM-connected teaching by leveraging Oklahoma Academic Standards and career pathways

### Other Duties as Assigned

- Support development efforts, such as staffing major fundraising events or supporting documentation required for grant reports.
- Support special projects and initiatives of TRSA and its partners as needed.
- Support work led by other TRSA team members

## Required Qualifications

- Knowledge and understanding of the current STEM education landscape (including appropriate standards and relevant pedagogy)
- Bachelor's Degree or 3+ years of experience with STEM education, curriculum development, and professional development design and delivery
- Ability to work independently with minimal supervision
- Experience with writing, receiving, or assisting with grant proposals
- Strong team support, organizational, project management, and time management skills
- Proficiency with technology, including Google Suite (Docs, Sheets, and Slides, or equivalent programs)
- Commitment to working within a team environment
- Flexibility to thrive in a dynamic, fast-paced environment
- Consensus-building and conflict resolution skills
- Excellent organizational and communication skills (both written and verbal)
- Professional Attitude and Workplace Demeanor
- Valid Driver's License and reliable transportation
- Ability to travel locally regularly (1+ local trips/week) and overnight occasionally (<3 nights/year)

## Preferred Qualifications

- Bachelor's Degree in a STEM-related field or Education
- Previous industry experience in a STEM-related field
- 5+ years of experience in education, curriculum design, and professional development

## Compensation

- The salary grade for Level I-III Program Managers is set at \$50,000 to \$65,000.
- Benefits package includes health, dental, and life insurance, 50% 401k matching, 160 hours of annual Paid Time Off, 40 hours of monthly Virtual Office Leave allowing employees to work off-site, and 10 holidays.

## Equal Employment Opportunity

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

**Close Date:** July 6, 2026, Interviews will be scheduled on a rolling basis before the close date for qualified applicants.