# Program Manager

## Professional Development & Curriculum

**Our Vision**
We envision a thriving, collaborative, and inclusive community that is powered by a STEM-capable ecosystem.

**Our Mission**
Cultivate impactful partnerships and learning pathways that inspire and prepare all youth for a STEM-enabled future.

**Salary Grade(s):** 4-6
**Starting Salary Range:** $50,000 – $55,000
**Location:** Tulsa, OK; Hybrid
**Full or Part Time:** Full-Time
**FLSA Status:** Non-Exempt (OT Eligible)
**Supervisory:** No
**Reports to:** Director of Programs
**Date Opened:** November 20, 2026

## Position Description

Under the direction of the Director of Programs, the Program Manager (PM) leads the design, coordination, and scaling of high-quality professional development, curriculum, and other instructional resources for Tulsa Regional STEM Alliance (TRSA). This role prioritizes strengthening instructional practice in formal education settings, aligning curriculum to standards, and increasing educator capacity across PK–20 environments.

Collaborating with other Program Managers, the PM co-leads the development and enactment of PK-20 educator experiences and high-quality instructional materials. While this role maintains content in all STEM disciplines, its primary focus is on instructional design and improvement in the areas of computer science and mathematics.

## Position Responsibilities

Examples of responsibilities include but are not limited to:

- **Professional Development**
  - 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**
  - Curate, develop, and maintain TRSA's math and computer science-aligned curriculum.

- Ensure TRSA resources (e.g., STEM in a Bag, STEM Shoppe) support equitable, standards-aligned instruction.
- Support educators and districts in selecting, adapting, and implementing high-quality instructional materials.
- Lead and facilitate cycles of continuous improvement to elevate the quality of TRSA's instructional resources.

- **Ecosystem Support**
  - Conduct needs assessments with district leaders, educators, and ecosystem collaborators to inform professional learning and curriculum alignment.
  - Support ecosystem collaborators in aligning instruction to standards, career pathways, and high-quality STEM practices.
  - Develop relationships with districts, educators, and other education providers to understand their needs and expand partnerships.
  - Collaborate with other staff to maintain TRSA's catalog of Outreach offerings.
  - Assist with the design and oversight of TRSA's STEM Funding Center.

- **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 related to computer science and mathematics

- **Other duties as assigned**
  - Support special projects and initiatives of TRSA and its partners as needed.
  - Support work led by other TRSA team members.

## Required Qualifications

**Education & Experience**

- Bachelor's Degree with 3+ years of experience in STEM education, curriculum development, and/or professional development design and delivery
- Knowledge and understanding of the current STEM education landscape (including appropriate standards and relevant pedagogy)
- Experience with writing, receiving, or assisting with grant proposals

**Skills**

- Strong team support and ability to work independently with minimal supervision
- Excellent project and time management skills
- Proficiency with technology, including Microsoft 365
- Flexibility to thrive in a dynamic fast-paced environment
- Excellent organizational and communication skills (both written and verbal)

**Other Requirements**

- Regular in-state travel to partner districts and communities, with occasional overnight travel.
- Valid driver's license and reliable transportation for travel needs
- Ability to occasionally work outside regular business hours for district meetings, convenings, and events

## Preferred Qualifications

- Master's degree or higher in STEM education
- 5+ years of experience in STEM education within Oklahoma public schools
- 5+ years of experience in curriculum design and professional development
- Experience teaching math and computer science

## Compensation

- The annual salary range for Level I-III Program Managers is set at $50,000 to $65,000, based on experience, with flexibility beyond the ceiling as a result of cost of living increases and raises.
- The benefits package includes health, dental, vision, and life insurance, 50% 401(k) matching up to 3% contributed by TRSA, 160 hours of annual Paid Time Off, and 14 paid 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:** December 18, 2026

Interviews will be scheduled on a rolling basis before the close date for qualified applicants.