



Bureau of Education & Research

Seeks a

**National
Professional
Development
Director**

Bellevue, Washington

The Bureau

The Bureau of Education & Research is the leading national sponsor of professional development for educators. For 49 years, the Bureau has produced high quality training programs specially designed for professional educators.

While the Bureau's programs are based on sound research, the emphasis is on highly practical PD which educators can immediately implement. The Bureau's programs are presented both in-person and online in seminar, conference, institute, and train-the-trainer formats. In addition, the Bureau produces online PD courses and on-site PD programs. The Bureau is an independent organization, not affiliated with any government or grant-funded agency.

See Bureau of Education & Research programs and events at www.ber.org

The Position

The Bureau is seeking a National Professional Development Director who will join a team of three other national professional development directors in July 2026. This is a full-time, year-round, and office-based position.

The candidate selected will have the following responsibilities:

- Develop and manage national PD training programs for education professionals
- Monitor national educational trends and PD training needs and develop new programs responsive to these needs
- Recruit, hire, and support outstanding national PD presenters
- Develop brochures for new PD events
- Coach presenters so they can present the highest quality programs possible
- Support the development of PD resource materials
- Work well with other Bureau PD directors and BER staff members
- Serve on the Bureau's management cabinet and assist the Bureau's Executive Director in administering Bureau programs and operations

The Community

The Bureau is located in the city of Bellevue, Washington, a suburb of Seattle. Bellevue has been identified as one of the nation's most livable cities by several national studies. The area is blessed with a spectacular natural setting, unrivaled recreational facilities, outstanding cultural and educational opportunities, and a mild climate. Bellevue, a city of about 158,000 residents, is located just across Lake Washington from downtown Seattle. Bellevue has an excellent school district, unusually diverse housing options, and is the center of the rapidly growing Eastside area.

The successful candidate is expected to relocate to the Bellevue area if not already living in the area.

Selection Criteria

Professional Preparation

- Successful experience as an elementary teacher and administrator or as a middle school teacher and administrator
- Successful experience developing and implementing professional development programs for education professionals
- Experience as a professional development trainer is highly desirable, but not required
- Successful experience working collaboratively with other professional educators

Professional Skills and Abilities

- Demonstrated ability developing, implementing, and evaluating professional development programs
- Excellent skills observing instructional lessons and coaching teachers
- Excellent speaking and writing skills
- A thorough knowledge of current elementary curriculum and instructional techniques is required. Knowledge of secondary curriculum is desirable, but not required
- Commitment to producing the highest quality PD programs possible



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Application Procedure

The applications of all candidates will be held in strict confidence. Each applicant is requested to follow the procedures listed below. Those applicants seeking additional information should contact Dr. Richard Herzberg, Executive Director of the Bureau of Education & Research, at (425) 453-1500.

To be considered, all applicants must provide the following by **March 1, 2026**:

- A completed online Application Information Form, available through the following web link: <https://at.ber.org/PDDApplication>
- A personal letter of application. The letter should give reasons for being interested in the position and should indicate the earliest date in July of 2026 upon which the applicant could assume responsibilities of the position
- A personal resume providing biographical information about educational preparation, experience, and achievements
- Current professional references (letters of recommendation) regarding the applicant's performance in previously held positions

It is the applicant's responsibility to arrange for references and all other items to be forwarded in time to meet the March 1, 2026 deadline.

In addition to completing the online application referenced above, other application materials and references should be emailed to:

Jamie Smith

Executive Assistant
Bureau of Education & Research
jsmith@ber.org

Please post in the subject line: National Professional Development Director Position.

Applicants selected for an initial interview are responsible for their own travel expenses. Travel expenses for any subsequent follow-up interviews will be paid for by the Bureau.

Salary and Benefits

Starting salary is \$175,000. In addition, a comprehensive benefits package will be provided, including health insurance, dental insurance, vision insurance, prescription benefits, life insurance, long-term disability insurance, paid vacations, paid personal necessity days, and an employer-funded 401(k) profit sharing retirement plan.

New Office Building

Bureau of Education & Research will move during summer of 2026 to an office building currently being renovated for its use. Professional Development Directors will have private offices with a forest creek view. All Bureau staff will have access to a fitness center, indoor and outdoor lunch/break areas, bike paths, a secure bicycle storage area, and state-of-the-art, height-adjustable office furniture. Free, reserved covered parking will be provided. The new office will be located at 3000 Northup Way in Bellevue.

**Bureau of Education & Research
is an Equal Opportunity Employer**

Deadline to File Application:

March 1, 2026

**You may access the online application
through the following link:**

<https://at.ber.org/PDDApplication>



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www.ber.org