

<b>DEPARTMENT:</b>	Executive Office	<b>REPORTS TO:</b>	Executive Vice President, Business and School Solutions
<b>JOB CLASS:</b>	Executive Director	<b>PAY GRADE:</b>	24
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	09/12/2015

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Executive Director of Curriculum Product Innovation manages the overall product design, development and innovation of FLVS education products. The Executive Director provides leadership to ensure creativity and innovation in product development and guides prototype development and testing of next generation education products, services and models. The Executive Director oversees all matters related to the design, development, maintenance, and upgrading of FLVS course content, curriculum resources, and course management systems. The Executive Director sets standards relating to product innovation, student engagement, and learning efficacy. As a member of the Leadership Team, the Executive Director of Curriculum Product Innovation participates in the school's overall planning, development and evaluation.

**ESSENTIAL POSITION FUNCTIONS:**

- Plan, develop and implement programs, activities and functions designed to achieve school goals as directed by the Executive Vice President, Business and School Solutions.
- Develop, manage and evaluate all programs, activities and functions under his/her supervision to ensure their efficient operation and full alignment with school goals and priorities as directed by the Executive Vice President, Business and School Solutions
- Serve as a member of the FLVS Leadership Team and participates in the school's planning, development and evaluation
- Develop, oversee, and adhere to a department-based budget
- Work closely with the Executive Director of Analysis, Assessment and Accountability to ensure validity and reliability of course content and assessments
- Keep the Executive Vice President, Business and School Solutions informed about current critical issues and about the operational status of areas under his/her control
- Identify and implement emerging technologies and methodologies into instructional curriculum to support the mission and vision of FLVS
- Seek new product development opportunities for state and national sales
- Maintain visibility and recognition as an educational leader responsible for innovative curriculum development
- Manage the effectiveness and performance of all courses and curriculum products
- Act as the central source of planning and implementation for learning management and content
- Ensure the implementation of programs, pilots and innovations result in quality student engagement and improvement of student learning
- Collaborate to identify and implement new programs, pilots, innovations, and technologies that increase student engagement and achievement

- Ensure pilots, programs, innovations, and curriculum as a whole identify program learning outcomes and assessment strategies to measure effectiveness
- Communicate with the leadership team on project selection and implementation, updating stakeholders on timelines, issues, and changes
- Cultivate a collaborative working environment that encourages communication, innovation, and refinement of the best instructional practices
- Establish and monitor plans for on-time delivery of pilots, programs, and learning systems
- Provide thought leadership and research in the area of curriculum and instruction, innovations and learning systems, using a product management approach
- Provide daily oversight of and support for a team of Managers and their support teams
- Ensure full compliance with all FL DOE-mandated curriculum changes
- Ensure existing online courses are updated and refreshed on a consistent basis
- Collaborate and comply with the procurement team on the creation, administration and implementation of all curriculum-related ITNs and RFPs for purchased services
- Facilitate the linkage of educational frameworks to curriculum development
- Lead and manage assigned direct reports; Evaluate the Curriculum Product Innovation department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal growth within the organization
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

#### **MINIMUM REQUIREMENTS:**

##### ***Education/Licensure/Certification:***

- Bachelor's Degree in business, marketing, educational technology, curriculum design/development, or related field
- Master's Degree, preferred

##### ***Experience:***

- Eight years' progressive high level experience in curriculum development and design at the secondary level or general marketing and product development or combination of relevant experience
- Five years' progressive experience leading, managing and/or supervising others
- Experience in strategic, high-level senior management responsibilities

##### ***Knowledge, abilities and skills:***

- Knowledge of the education marketplace specific to online learning
- Knowledge of product management and market involvement
- Exceptional project management skills
- Possesses strong analytical skills to drive decision-making or program idea generation
- Ability to provide strategic leadership and address key strategic challenges and opportunities
- Exceptional strong effective verbal and written communication and people skills

- Excellent collaborative, team player with the ability and proficiency at influencing without authority
- Ability to deploy resources and manage multiple projects
- Solid teamwork and interpersonal skills
- Ability to work with and through people to establish goals, objectives, and action plans

**CORE COMPETENCIES FOR SUCCESS:**

<p><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems</i></p>	<p><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations</i></p>
<p><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>	<p><b>FUNCTIONAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i></p>

**DIRECTOR COMPETENCIES FOR SUCCESS:**

<p><b>LEARNING ON THE FLY</b></p> <p><i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i></p>	<p><b>PRESENTATION SKILLS</b></p> <p><i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i></p>
<p><b>PRIORITY SETTING</b></p> <p><i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i></p>	<p><b>BUSINESS &amp; FINANCIAL ACUMEN</b></p> <p><i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i></p>
<p><b>COMPOSURE</b></p>	<p><b>DEALING WITH AMBIGUITY</b></p>

<i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i>	<i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i>
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**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Remote and/or Orlando VLC, if remote, must reside in Florida
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*