



JOB DESCRIPTION: EXECUTIVE DIRECTOR INSTRUCTIONAL MODELS

DEPARTMENT:	Instruction	REPORTS TO:	Chief Academic Officer
JOB CLASS:	Executive Director	PAY GRADE:	24
EXEMPT STATUS:	Exempt	DATE:	06/29/2017

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

POSITION GENERAL SUMMARY:

The Executive Director of Instructional Models successfully operates instructional delivery and successful learning outcomes for all middle school, electives, global school, blended learning and elementary programs. The Executive Director of Instructional models manages instructional revenue and profit, provides unified instructional delivery to students, and conducts analysis of student learning outcomes to improve successful student experiences within their assigned school unit. The Executive Director of Instructional models oversees all instructional programs related to middle school, electives, global school, blended learning and elementary programs; this includes oversight of instructional hiring, student enrollment, student activities, academic integrity, and other support services, such as ESE, Literacy, and school counselors.

ESSENTIAL POSITION FUNCTIONS:

- Plan, develop, and implement programs, activities, and functions designed to achieve school goals as directed by the Chief Academic Officer
- Manage and evaluate all assigned programs, activities, and functions to ensure efficient operations and full alignment with school goals and priorities
- Partner with Finance, Marketing, Human Resources, IT, and operational/functional leadership as required
- Develop, oversee, and adhere to a department-based budget; seek out new and recurring sources of revenue
- Drive performance accountability through establishing applicable scorecard metrics; collaborate with all levels of instruction to identify and monitor baseline metrics for tracking student success
- Report on current operational status of assigned areas, including all critical issues
- Facilitate the development of performance accountability in all student populations assigned to their instructional program.
- Influence school-wide agreements on how to deliver greatest value and improve student experience in terms of content, tools, delivery system, etc.
- Lead school-wide discussions on investment decisions to achieve highest student satisfaction and performance
- Lead student forums, user groups, and focus groups to ensure top leadership stays engaged with current students and their issues; create, drive, and reinforce messaging on all student communications
- Develop, implement, and reinforce messaging on all student communications
- Lead and manage assigned direct reports; evaluate the assigned department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional 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:

- Master's Degree, preferably in Education
- Florida Certificate in Educational Leadership required

Experience:

- Seven years' progressive experience leading, managing and/or supervising others
- Five years' experience in Instructional or Educational Leadership
- Five years' experience in a service-oriented educational environment
- Experience overseeing organization-wide initiatives

Knowledge, abilities and skills:

- Excellent interpersonal skills
- Excellent verbal and written communication skills, and presentation skills
- Strong knowledge in instruction with solid understanding of instructional procedures and strategies in an online environment
- Strong knowledge of state curriculum guidelines and assessment
- Strong knowledge of school management, operations, and law
- Ability to review, analyze and continuously improve processes
- Demonstrated ability to think strategically and globally with successful outcomes
- Ability to develop others
- Ability to provide strategic leadership and address key strategic challenges and opportunities
- Ability to influence; working with and through people to establish goals, objectives, and action plans
- Ability to prioritize, organize, and meet aggressive deadlines
- Ability to effectively manage resources within constrained budget

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</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 style="text-align: center;">INTERPERSONAL SKILLS</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>
CUSTOMER FOCUS	FUNCTIONAL EXPERTISE

<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><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>
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DIRECTOR COMPETENCIES FOR SUCCESS:

<p>LEARNING ON THE FLY</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>PRESENTATION SKILLS</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>PRIORITY SETTING</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>BUSINESS & FINANCIAL ACUMEN</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>COMPOSURE</p> <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></p>	<p>DEALING WITH AMBIGUITY</p> <p><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></p>

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote OR Orlando VLC
- 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.