JOB DESCRIPTION: INNOVATION ARCHITECT

DEPARTMENT:	Curriculum Product Innovation	**REPORTS TO:**	Executive Director Curriculum Product Innovation
JOB CLASS:	Web Developer	**PAY GRADE:**	36
EXEMPT STATUS:	Exempt	**DATE:**	11/3/2016

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 Innovation Architect designs, constructs, supports, tests and documents new curriculum product prototypes. The Innovation Architect combines technical development skills and creative thinking with knowledge of educational pedagogy, game theory, user experience design and new product development to create the next generation of FLVS products. The Innovation Architect participates in all phases of the prototype development cycle in a highly collaborative, cross-functional team. The Innovation Architect has a deep understanding of the target audience, agile development methodology and Value Proposition Design methods to ensure products meet the needs of customers both internal and external.

ESSENTIAL POSITION FUNCTIONS:

- Develop concepts for next generation educational products and services
- Architect, design, build and test product prototypes for next generation educational products and services
- Research and report on educational pedagogy, digital classroom materials, educational delivery applications, game theory, blended learning, user interface design and educational technologies
- Develop and manage effective working relationships with other departments, vendors, groups and personnel with whom work must be coordinated or interfaced
- Plan and manage project budgets and timelines for prototype development
- Work autonomously to identify educational challenges and marketplace opportunities
- Develop, test, document, and implement high quality product prototypes on time that perform according to specifications
- Analyze performance of prototypes and takes action to correct deficiencies
- Direct vendors in the development of product prototypes
- Provide a minimum of weekly status report updates for current projects
- Participate in the development, deployment and support of a variety of prototypes that use various technologies
- Provide the troubleshooting and resolution of prototype testing support issues
- Participate in all prototype development phases including architecture specifications and design; website configuration; database design; programming; quality assurance; testing and implementation; and ongoing maintenance and support
- Work with IT, Curriculum, Marketing Research and Instructional counterparts to employ testing, analysis and design techniques to ensure business goals

- Participate in the development and implementation of new business processes that improve efficiency and enhance productivity
- Provide consultative leadership in the curriculum development process based on findings from prototype testing
- Provide research and recommendations for new approaches for prototype development technology
- 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 Education, Instructional Design, Computer Science, Information Systems; or equivalent combination of education and relevant experience

Experience:

- Three years' designing, developing or supporting custom website or virtual school solutions
- Experience in R&D and prototype development, preferred
- Experience at complex problem solving and solution brainstorming, preferred
- Experience with a variety of education technologies, including digital materials, learning management systems, educational games and content management systems, preferred
- Experience with client side technologies such as JavaScript, CSS, DHTML and others, preferred
- Experience with market research and testing, preferred

Knowledge, abilities and skills:

- Thorough knowledge of technology solutions for the Internet, mobile devices, personal computers and networks, preferred
- Knowledge of database concepts, preferred
- Knowledge of educational pedagogy and instructional design, preferred
- Knowledge of game theory, preferred
- Knowledge of project management best practices, preferred
- Knowledge of Section 508 compliance requirements, preferred
- Knowledge of Lean/Agile development methodologies, preferred

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; 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 in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience	*Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; 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*
INTERPERSONAL SKILLS	FUNCTIONAL /TECHNICAL EXPERTISE
Relates well with others; Treats others with respect; Shares views in a tactful 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; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers	*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 and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion*

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

PEER RELATIONSHIPS	CREATIVITY
Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers	*Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"*
SELF KNOWLEDGE	PLANNING
Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions	*Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results*
ORGANIZING	PROBLEM SOLVING
Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner	*Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers*

DRIVE FOR RESULTS	
Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- 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.