



JOB DESCRIPTION: INSTRUCTIONAL RESEARCH COORDINATOR, TEACHER ON ASSIGNMENT (TOA)

DEPARTMENT:	Instruction-Student Learning	REPORTS TO:	Director of Student Learning
JOB CLASS:	Instructor – 12 Month	PAY GRADE:	Instructor – 12 Month
EXEMPT STATUS:	Exempt	DATE:	07/23/2015

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success in the 21st century.

POSITION GENERAL SUMMARY:

The Instructional Research Coordinator TOA is a temporary position/assignment responsible for overseeing all aspects of FLVS instructional research partnerships, projects, and pilots. The Instructional Research Coordinator TOA liaises cross-departmentally to achieve organizational research goals, develops external research partnerships, and aligns all activity to FLVS strategic goals. The Instructional Research Coordinator TOA also oversees all instructional research processes, working with internal and external stakeholders to determine research needs, and manages all parts of each project's research process—including research design, data security, legal compliance, contract development, data collection, data analysis, and results publication.

ESSENTIAL POSITION FUNCTIONS:

- Serve as liaison between instructional team and other departments
- Assist in the strategic planning for the instructional team
- Serve as point of contact for all research inquiries as well as work with internal stakeholders to determine research needs
- Ensure data security and data collection/research methods are in compliance with all applicable legal requirements for the duration of each project
- For all approved research projects, develop and implement plans for data collection and analysis of results; working in coordination with Instructional Leadership, IT, Finance, Legal and Communications departments as well as external stakeholders
- Act as chairperson of the external research committee
- Coordinate ongoing communication with all internal and external stakeholders for the duration of each project
- Create organization-level research questions and initiatives based on collaboration with key internal personnel
- Leverage existing FLVS partnerships to cultivate a broad base of future research partners
- Expand the research profile of FLVS in the industry through relationship-building and communication
- Seek and develop instructional research opportunities for FLVS through targeted identification of potential research partners
- Align research development efforts with FLVS strategic goals
- 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:

- Bachelor's Degree
- Valid Florida Professional Teaching Certificate in content area assigned OR proof of active enrollment in a stated-approved EPI or MAT program AND either a valid Florida state-issued Statement of Eligibility OR valid Temporary Certificate in content area assigned
- Endorsements as required by Florida Department of Education

Experience:

- One year successful teaching experience within subject area OR successful completion of an FLVS instructional internship program OR current enrollment in an approved EPI or MAT program
- Three years' teaching experience, preferred

Knowledge, abilities and skills:

- Strong project management and organizational skills
- Strong interpersonal, leadership, and motivational skills
- Ability to meet deadlines and handles diverse tasks simultaneously using prioritization and delegation
- Strong innovative problem solving skills and techniques to accomplish objectives
- Possesses strong verbal and written communication skills
- Ability to write and verbally articulates reports, working papers, and presentations for all audiences
- Working knowledge of Microsoft Outlook, HTML, learning management, platforms, and other Web technology products
- Working knowledge of Instructional design, learning theories, and pedagogy

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>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</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>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</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 way; Demonstrates diplomacy by</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and</i></p>

<i>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</i>	<i>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</i>
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INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>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</i></p>	<p>CREATIVITY</p> <p><i>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”</i></p>
<p>SELF KNOWLEDGE</p> <p><i>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</i></p>	<p>PLANNING</p> <p><i>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</i></p>
<p>ORGANIZING</p> <p><i>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</i></p>	<p>PROBLEM SOLVING</p> <p><i>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</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>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</i></p>	

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.