DEPARTMENT:	Curriculum Product Innovation	**REPORTS TO:**	Executive Director of Curriculum Product Innovation
JOB CLASS:	Senior Manager	**PAY GRADE:**	20
EXEMPT STATUS:	Exempt	**DATE:**	6/1/2016

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 Senior Manager Curriculum Product Innovation assists the Executive Director of Curriculum Product Innovation in managing the FLVS curriculum product innovation team to accomplish organizational goals by providing data driven results to improve student achievement. The Senior Manager manages the successful innovation, research, planning and execution of design and development for FLVS curriculum. The Senior Manager serves as a liaison to other FLVS departments regarding FLVS and curriculum projects and products. The Senior Manager assists in the budgeting process and works with the Executive Director to manage and maintain the budget for the teams. The Senior Manager strategically plans, organizes, and implements curriculum programs within major organizational policies and processes.

ESSENTIAL POSITION FUNCTIONS:

- Manage and oversee FLVS course development strategies; recommend, implement and administer research based methods and procedures to for development and redevelopment of online courses
- Ensure compliance with Course Development Lifecycle (CDLC) and collaborate with managers to improve processes as needed
- Facilitate cross-organizational communication regarding the pedagogical design of innovative work for students within FLVS projects and products, as measured by an annual customer satisfaction survey
- Facilitate communication with organizational stakeholders on project selection and implementation, updating stakeholders on timelines, issues, and changes
- Ensure curriculum products represent current research-based pedagogy, rigor, and standards alignment
- Ensure curriculum products prepare students for high stakes testing
- Strategically plan and oversee the implementation of curricular changes that result in innovation and improvement of student learning for all stakeholders
- Comply with all Florida Department of Education mandated curriculum changes
- Collaborate with colleagues and vendors to identify, test and implement new curriculum programs, services and materials that increase student engagement and achievement
- Ensure curriculum has identified program learning outcomes and assessment strategies to measure program effectiveness
- Ensure existing online courses are updated and refreshed on a consistent basis

- Cultivate a collaborative working environment that encourages communication, innovation, and refinement of the best instructional practices and technologies
- Establish and monitor plans for on-time, on-budget, and within scope delivery of new course development projects and redevelopment efforts
- Review course content during analysis, design and development stages for sound pedagogical practices as measured by the Development and Curriculum Checklists; recommend improvements and revisions to course content
- Oversee the collaboration and compliance with the Procurement team on the creation, administration and implementation of all curriculum-related for purchased services
- Collaborate with colleagues to develop and maintain the annual budget for Curriculum Management
- Support the Executive Director by managing projects as measured through periodic project reports and bi-annual goal analysis; recommend the development of new projects with cross-team feedback
- Responsible for providing thought leadership and research in the area of curriculum and instruction
- Support FLVS Professional Learning leadership objectives through management coaching, mentoring and training activities
- Facilitate and/or participate in cross-team committees and activities to promote organizational community and collaboration
- Evaluate existing standard operating procedures in e-business and e-learning and deploy processes to mitigate weaknesses
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- 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 Curriculum, Education, Educational Leadership, or an equivalent combination of education and relevant experience
- Master's Degree, preferred

Experience:
- Five years' experience in curriculum development or advanced studies in instructional design, instructional technology, or curriculum
- Three years supervising, managing, and leading others
- Experience in creating curriculum that incorporates current learning theories; experience in the development and instruction of online curriculum, preferred

Knowledge, abilities and skills:

- Possess strong knowledge of curriculum design, instructional strategies, online instructional design theories, and learning style theories
- Ability to apply knowledge of current research on teaching, learning, and the integration of technology in lesson design
- Ability to implement expertise across subject areas and grade levels, as well as thorough understanding of curriculum standards and their impact on K-12 instruction
- Possesses strong verbal and written communication skills
- Ability to meet deadlines and handle diverse tasks simultaneously using prioritization and delegation
- Possesses strong interpersonal, leadership, and motivation skills
- Ability to work and collaborate with developers, instructors, trainers, platform partners, and mentors; and evaluate resources for applicability to projects
- Ability to review courses and provide constructive feedback
- Possess knowledge of technical issues affecting the delivery and development of online courses
- Ability to employ innovative problem solving techniques to accomplish objectives
- Ability to recognize quality materials, validates applicability, and sources the items within budget
- Strong interpersonal skills necessary to partner with other departmental staff and outsourcing partners
- Ability to develop, deliver, and support project tasks in a self-sustained environment
- Possess working knowledge of Microsoft Office, education hosting platforms, and other Web technologies
- Ability to write complex reports, working papers, and presentations for sophisticated audiences

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*

MANAGER COMPETENCIES FOR SUCCESS:

COMMAND SKILLS	CONFLICT MANAGEMENT
Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges	*Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"*
LISTENING	MANAGING DIVERSITY
Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees	*Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all*
DEVELOPING OTHERS	TIMELY, QUALITY DECISION MAKING
Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization	*Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time*
PROCESS MANAGEMENT	TEAM BUILDING
Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources	*Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility*
MANAGING & MEASURING WORK	COMFORT AROUND HIGHER MANAGEMENT
Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives	*Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive*
MANAGERIAL COURAGE	
Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:
- Location: Remote
- Frequency of travel: Frequent 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.