

DEPARTMENT:	Curriculum Product Innovation	REPORTS TO:	Executive Director, Curriculum Product Innovation
JOB CLASS:	Sr. Manager	PAY GRADE:	20
EXEMPT STATUS:	Exempt	DATE:	2/1/2016

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 of Elementary Product Design and Development manages the successful innovation, research, planning and execution of design and development for FLVS elementary curriculum. The Senior Manager of Elementary Product Design and Development provides leadership in elementary instructional design, pedagogy, and development of innovative, engaging, and elementary-focused course development. The Senior Manager of Elementary Product Design and Development works closely with Curriculum Managers, Project Managers, Instructional Managers, Directors, and stakeholders to ensure successful development and deployment of quality learning opportunities for elementary students. The Senior Manager of Elementary Product Design and Development oversees subject matter experts in writing and design, review, and coaching to produce high quality elementary courses and curriculum programs. The Senior Manager of Elementary Product Design and Development plans, organizes, and implements elementary curriculum programs within major organizational policies and processes; acquires resources for appropriate programs; reports progress of major activities to leadership through timely reports, meetings and presentations; monitors program process; and implements evaluation instruments upon program completion.

ESSENTIAL POSITION FUNCTIONS:

- Develop elementary content and assessments that meet state and national standards while using sound and accepted elementary curriculum pedagogical practices
- Manage and oversee FLVS Elementary course development and design strategies; recommend, implement, and administer methods and procedures to enhance instructional design within development and redevelopment of elementary online courses and interactivities
- Ensure compliance with Course Development Lifecycle (CDLC) and collaborate with managers to improve processes as needed
- Provide leadership and facilitate collaboration with support staff, instructional personnel, executive leadership and external clients in the areas of curriculum innovation, data analysis and organization-wide training to ensure a general understanding across the organization of elementary curriculum content and the elementary pedagogies at the center of the product line
- Support the Executive Director of Curriculum by managing projects on-time, on-budget, and within scope, as measured through periodic project reports and bi-annual goal analysis
- Oversee elementary product management which includes managing elementary course catalog and ensuring elementary courses are appropriately created, maintained, and retired in the school

management system; keep stakeholders abreast of which courses are being updated and released, and provide answers to the questions from their customers

- Review elementary course content during analysis, design, and development stages for sound elementary pedagogical practices as measured by the Development and Curriculum Checklists; recommend improvements and revisions to course content
- Identify market requirements for current and future elementary products through sound market research and analysis
- Manage the subject matter instructional liaison model, including gathering input after course releases, analyzing data, and providing solutions to course challenges
- Liaise with the Enterprise Project Management Office to ensure that curriculum specialists are successfully working in conjunction with project managers to architect the creation of elementary curriculum products
- Provide supervision, direction and leadership to elementary subject matter experts, curriculum specialists, and curriculum content writers
- Negotiate contracts with professional writing specialists across the elementary content areas
- Collaborate with the Professional Learning team to assist with the successful planning, development, and delivery of professional development activities related to elementary curriculum programs and initiatives
- Review externally produced content and resources to ensure all internal and external standards are met; work with vendors and curriculum partners to write, design, and/or compile required content
- Maintain up-to-date information about elementary curricular trends and standards by maintaining professional memberships, attending conferences, and maintaining regular communication with the DOE; prepare presentations as needed to educate others in the organization regarding new curricular trends
- 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, Elementary Education, Educational Leadership, or an equivalent combination of education and relevant experience
- Master's Degree, preferred

Experience:

- Five years experience in Elementary Education
- Five years of experience in curriculum development, product marketing or design
- Three years supervising, managing, and/or leading others or comparable experience in instructional leadership or professional development

Knowledge, abilities and skills:

- Ability to work with and through people to establish goals, objectives, and action plans
- Strong knowledge of curriculum design, instructional strategies, online instructional design theories, and learning style theories
- Practical knowledge in implementation of copyright standards
- Demonstrated interpersonal and leadership skills
- Ability to supervise, train, and develop employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to meet deadlines and handles diverse tasks simultaneously using prioritization and delegation
- Strong verbal and written communication skills
- Excellent presentation skills

CORE COMPETENCIES FOR SUCCESS:

<p>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>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>INTERPERSONAL SKILLS</p> <p><i>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</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</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 and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

MANAGER COMPETENCIES FOR SUCCESS:

<p>COMMAND SKILLS</p> <p><i>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</i></p>	<p>CONFLICT MANAGEMENT</p> <p><i>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"</i></p>
<p>LISTENING</p> <p><i>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</i></p>	<p>MANAGING DIVERSITY</p> <p><i>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</i></p>

<i>disagrees</i>	<i>regard to class; Supports equal and fair treatment and opportunity for all</i>
<p>DEVELOPING OTHERS</p> <p><i>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</i></p>	<p>TIMELY, QUALITY DECISION MAKING</p> <p><i>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</i></p>
<p>PROCESS MANAGEMENT</p> <p><i>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</i></p>	<p>TEAM BUILDING</p> <p><i>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</i></p>
<p>MANAGING & MEASURING WORK</p> <p><i>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</i></p>	<p>COMFORT AROUND HIGHER MANAGEMENT</p> <p><i>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</i></p>
<p>MANAGERIAL COURAGE</p> <p><i>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</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.