



JOB DESCRIPTION: DIRECTOR, CURRICULUM MANAGEMENT

DEPARTMENT:	Curriculum Product Innovation	REPORTS TO:	Vice President, Curriculum Product Innovation
JOB CLASS:	Director	PAY GRADE:	21
EXEMPT STATUS:	Exempt	DATE:	10/11/2012

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 Director of Curriculum Management oversees activities related to the specification, creation, and maintenance of FLVS curriculum. The Director provides evidence of effective curriculum that result in student achievement and oversees those curriculum services that support the school’s academic growth and development. The Director of Curriculum Management supports the Curriculum Management Team and ensures accurate and timely delivery of instructional design and development. As a member of the President/CEO’s Leadership Team, the Director of Curriculum Management participates in the school’s overall planning, development, and evaluation.

ESSENTIAL POSITION FUNCTIONS:

- Act as the central source of planning and approval for instructional design operations
- Communicate with the Leadership Team on project selection and implementation, updating stakeholders on timelines, issues, and changes
- Ensure 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 delivery of new course development projects and redevelopment efforts
- Collaborate and comply with the Procurement team on the creation, administration and implementation of all curriculum-related ITNs and RFPs for purchased services
- Facilitate the linkage of educational frameworks to curriculum development
- Collaborate with colleagues to develop and maintain the annual budget for Curriculum Management
- Monitor all grant funding and budgets related to curriculum projects
- Advise and assist on contractual issues and documents
- 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
- Participate in cross-team committees and activities to promote organizational community and collaboration
- Lead and manage assigned direct reports; Evaluate the Curriculum Product Innovation department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal 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:

- Bachelor's Degree in educational technology, leadership, or business; or equivalent combination of education and relevant experience

Experience:

- Eight years' experience working in an educational environment
- Demonstrated success in working with people in establishing goals, objectives and action plans
- Proven experience in developing and executing projects and programs

Knowledge, abilities and skills:

- Ability to work with and through people to establish goals, objectives, and action plans
- Knowledge and experience in working within the education marketplace
- Strong expertise in technology and its application to e-learning environments
- Pedagogical background in online learning
- Skills in creating, reviewing and revising legal documents
- Knowledge of FLVS Symphony of Skills components
- Strong abilities in strategic and innovative thinking processes
- Ability to develop and implement operational processes that align to the overall vision
- Ability to generate strategic and innovative discussion among colleague-members that can shape and guide policy and action
- Strong analytical skills to drive decision-making or program idea generation
- Strong communications skills including written and verbal methods
- Solid teamwork and interpersonal skills
- Ability to communicate effectively with customers, employees, senior management, and Board of Directors
- Strong organizational and follow-through skills
- Possesses strong leadership skills
- Ability to work successfully with limited supervision

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 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 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 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>

DIRECTOR COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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.