Position Description

Title: Vice President - Education

<table>
<thead>
<tr>
<th>FLSA Class: Exempt</th>
<th>EEO Category: Executive</th>
<th>WC Class: 8861</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title # 499003</td>
<td>Salary Grade:</td>
<td>Purchase authority: 4</td>
</tr>
</tbody>
</table>

Date Approved: September 16, 2019

Revision Date: Job Class: Education

Revision Licensure: Professional Educator License (PEL)

Purpose of Position

The Vice President (VP) of Education is responsible for developing, implementing, and directing Education programs within Great Circle while striving for growth, improvement, and quality. The position provides leadership in establishing new programs, implementing change, and achieving goals. The VP of Education will serve as an ambassador within the community while establishing and maintaining professional partnerships with representatives from other organizations, institutions, and funders. The VP of Education provides direct supervision, collaboration, and communication with the Directors. The VP of Education is responsible for adherence to program budgets, ensuring programs comply with federal and state laws, and for the quality of service experienced by the clients at Great Circle. The VP of Education reports to the Chief Operating Officer.

Major Duties (*Essential Element)

- Responsible for delivery of Great Circle’s educational products, programs, and services, with a strong focus on program/product compliance and quality; lead teams and activities to achieve yearly operational and strategic goals for Great Circle in these areas *
- Responsible for driving revenue and margin growth across the portfolio of Education offerings *
- Identify, develop, and bring to market new offerings that meet the needs of our clients to diversify and grow education revenue *
- Lead the development and execution of Great Circle’s education strategy for the Education division, programs and partnerships *
- Establish metrics and quality standards; direct necessary development activities to achieve these standards *
• Direct the strategy to drive growth of educational products, including product development, marketing, and development of distribution channels *
• Establish partnerships for the development and delivery of Great Circle’s offerings to build Great Circle’s education product portfolio, drive education revenue, and open new markets. Define business models and determine appropriate partnership roles and responsibilities *
• Other duties as assigned for the betterment of Great Circle

Competencies

• **Leadership** – possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
• **Judgment** – ability to make thoughtful decisions in a timely and confident manner
• **Execution & Results** – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
• **Customer Focus** – properly interacts with others, the ability to work independently or with a team, ethically minded
• **Motivation & Work Ethic** – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner.

Required Education and Experience

• Master’s degree
• Professional Educator License (PEL) with General Administration or Principal Endorsement
• Five (5) to ten (10) years’ experience in education or special education field
• Knowledge of education programs, systems and curriculum including, but not limited to, evidence-based programing, positive behavior supports and outcome-based practices
• Strong knowledge of the Department of Elementary and Secondary Education (DESE) requirements

Preferred Education and Experience

• Prior Administration experience
• Fifteen (15) plus years’ relevant experience in the education field
• Experience working with children and families in a trauma informed environment

Qualifications

Ability to maintain absolute confidentiality in all transactions and communications. Strong business skills, including the ability to manage and grow a complex business across a portfolio of offerings
• Strong leadership and interpersonal skills, including the ability to work effectively with colleagues, staff, partners, and clients
• Effective negotiation skills, including the ability to negotiate contracts and other business arrangements with partners, vendors, and clients
• Effective communication skills, including the ability to develop clear, concise, and compelling presentations, proposals, status reports, and other documents
• Strong analytical skills, including the ability to identify, assess, and address key business trends
• Possess a current, valid MO driver’s license and meet the Great Circle requirements for driver’s insurance
• Demonstrated ability to read, write, speak, and understand the English language proficiently.
• Demonstrates maturity and sensitivity to cultural and individual differences of children, staff and families served
• Ability to handle job related matters in a professional, diplomatic and confidential manner
• Ability to organize and execute responsibilities in an independent manner

Working Conditions

Office or school environment. Some travel to regions.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant sitting, listening and talking. The position requires occasional walking, use of hands to handle or feel, climb, balance, stoop, kneel or crawling tasting or smelling as well as lifting up to 25 pounds. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee printed name: _______________________________ Date: __________
Employee signature: _______________________________