



Position Description

Title: Statewide Director of Curriculum and Educational Strategy		
FLSA Class: Exempt	EEO Category: Sr Management	WC Class: 8861
Job Title # 499320	Salary Grade:	
Date Approved: 2/11/2019		
Revision Date:	Job Class: Education	
Revision:	Purchasing Level: 4	

Purpose of Position

The Statewide Director of Curriculum and Educational Strategy 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. This position ensures compliance and data integrity, provides project-based learning and testing oversight in an environment where individuals have experienced trauma. The Statewide Director of Curriculum and Educational Strategy will serve as an ambassador within the community while establishing and maintaining professional partnerships with representatives from other organizations, institutions, and funders. The Statewide Director of Curriculum and Educational Strategy provides advisement, collaboration, direction and communication with the Educational Directors. This position provides input on program budgets, ensuring programs comply with federal and state laws, and for the quality of service experienced by the clients at Great Circle.

Major Duties (*Essential Element)

- Responsible for delivery of Great Circle's educational products, programs, and services, with a strong focus on program/product 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
- Oversee maintenance of ISACS standards.
- Leads curriculum development through a variety of researched evidenced-based methods.
- Assures curriculum decisions are aligned with evidenced-based practices and State Adopted Standards
- 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.
- Adherence to Missouri Department of Elementary and Secondary Education Standards (DESE)

Working Conditions

Office or home environment. Working environment generally favorable. Exposure to dust and various home environments.

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

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.

Required Education and Experience

- Master's Degree
- Professional Educator License (PEL) with General Administration or Principal Endorsement and 5-10 years' management experience in education or special education field required.
- Extensive knowledge of special education rules and regulations preferred. Knowledge of education programs, systems, and curriculum including but not limited to evidence-based programming, positive behavioral supports, and outcome-based practices preferred.
- Strong knowledge of the requirements of DESE

Preferred Education and Experience

- Prior Administration Experience
- 15+ years relevant experience in the education field
- Experience working with children and families in a trauma informed environment