

POSITION TITLE: Manager Instructional Innovation and Design

GRADE LEVEL/TERMS OF EMPLOYMENT: Grade 130/ twelve-month (260 days) contract position with excellent benefits

FLSA STATUS: Exempt

WORK LOCATION: Curriculum & Instruction

IMMEDIATE SUPERVISOR: Director, Curriculum & Instruction

General Description: The Manager of Instructional Design provides leadership in the development of curriculum and instruction-based solutions to ensure every student has access to engaging and rigorous teaching and learning. In addition to leading curriculum redesign efforts, this individual will serve as the lead on the division's priority of reimagining the student experience in school, as outlined in the division's strategic plan, by creating "Passion Pathways". This individual will serve in a highly cross-functional and collaborative manner, working across many instructional areas in the division, leading teams to develop innovative instructional models to pilot while developing a multi-year plan to transform schools into a place where students explore their passions and develop academic excellence alongside deep expertise in areas of interest.

Essential Duties and Responsibilities:

- Develops and manages the division's framework and multi-year plans for designing, sharing and use of cohesive and high-quality instructional resources that enable standards-aligned high-quality instruction (collaborates with content-specific instructional specialists);
- Develops and implements methods that align all instructional leaders (e.g. division-level, school-level, teacher-leaders) around the vision and practices for innovative, high-quality professional learning for leaders and teachers;
- Leads cross-functional teams for the instructional design and planning of "Passion4Learning" pilots as outlined in the Dreams4RPS strategic plan; works with division leaders to outline and implement the multi-year path towards "Passion4Learning" efforts;
- Designs and leads engagement processes that create community-informed solutions and generate authentic support as a result of the process;
- Prepares multi-year budget projections for cost of innovation efforts, such as those outlined above and manages assigned funds accordingly;
- Prepares presentations and materials that communicate, engage and excite stakeholders around key projects and initiatives; supports the development of grant applications to solicit support from the philanthropic community;
- Manages, develops and evaluates staff as assigned;
- Supports the Director, Curriculum and Instruction as assigned, including leading discrete projects and tasks as needed;
- Takes initiative and proactively identifies opportunities to strengthen one's team and organization;
- Works well in a fast-paced environment; demonstrates flexibility and adaptability with a sense of urgency and zeal for ensuring every youth in RPS experience success in college, career and civic readiness;
- Models professionalism, engages in reflection, self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues;
- Performs other duties as assigned.

Qualifications:

Education and Experience

- Postgraduate Professional License with an endorsement in administration/supervision (or the ability to obtain such endorsement within 6 months of hire);
- At least five years of successful teaching experience in one of the four core content areas (English/Language Arts, Mathematics, Science, or History/Social Science);
- At least three years managing and leading others;
- Experience in curriculum development and design preferred.

Essential Knowledge, Skills and Abilities

- Deep understanding of key aspects of curriculum design, high-quality instruction and student engagement that leads to outstanding student achievement outcomes for all;
- Knowledge and demonstrated interest in myriad models of schools, classroom instruction and partnerships that generate demonstrable results for students; demonstrated ability to apply fundamental research skills to instructional design projects;
- Ability to design, coordinate and execute innovative, outcome-based professional development for leaders and teachers that transfers to improved instructional practice;
- Exceptional project design and management skills, particularly around complex tasks, and the ability to identify short and long-term actions to make demonstrable forward progress;
- Highly inquisitive *and* action-oriented; embraces and operates with a balance of innovation and pragmatism;
- Excellent communication, public relations, and organizational skills that promote collaboration, partnerships, and relationships among the participants in a design project are required;
- Able to provide division-level leadership in regards to curriculum, pacing, and resources to support classroom instruction with a deep understanding of the progression of the knowledge, skills, and processes of education as defined in the Virginia Standards of Learning;
- Must have an understanding of current research and theory to the practice of instructional design and show an application of this knowledge;
- Ability to develop, monitor, and manage programs to achieve established goals and objectives.

GENERAL DEFINITION AND CONDITIONS OF WORK: Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels and visual acuity for preparing and analyzing written or computer data.