



Job Description for Recruitment

Job Title: Education Director
Supervisor: Executive Director
Status: Full Time Salaried/FLSA Exempt
Updated: May 2017

Job Summary

The Education Director (EdDir) manages Learning Lab programs and professional staff, related operations, including educational software technology, and student database.

Key Responsibilities

Program Management

- Directs all education programs with dedication to continuous quality improvement, including:
 - Determining the need for adding, replacing, or updating integrated educational software
 - Establishing program direction
 - Creating additional programs to accommodate student needs
- Coordinates development and implementation of outcome measurements
- Produces outcome measurement reports annually, and as needed for grant requests and reports
- Coordinates educational outreach activities and collaborations
- Creates fiscal year class calendar and class schedule
- Updates student forms as needed

Supervision & support

- Supervises education staff
- Manages professional development for education staff
- Serves as substitute teacher/tutor as needed

Technology management

- Manages educational software purchases and functionality
- Serves as a member of the IT Advisory Team

Other duties

- Assists with relevant components of funding applications and reports
- Monitors education-related budgets
- Attends Learning Lab Board of Director meetings as requested
- Provide support for student involvement in Learning Lab's fundraising, marketing and informational events
- Assists the Executive Director to advance strong inter-organization communication and consistent management style. May serve as Acting Executive Director when needed.

Specific Responsibilities and Required Skills

HR Management and Leadership

- Practices “servant leadership” to ensure support of Education Staff.
- Educator hiring, training, coaching, supervising, evaluation, class assignments
- Explore/arrange professional development
- Arranging for subs or sub when needed
- On-going communications w/ educators including consultations regarding individual students & tutors
- Leads educator meetings to share best practices, coordinate, cooperate, and maintain organizational culture
- Oversight of work study or student interns

Program Management

- Manages student enrollment/orientation/placement & update associated forms
- Oversees delegated monthly student billing (Education Technical Specialist – ETS)
- Consult with students, as needed (i.e. attendance, financial difficulties, child’s assimilation, etc.)
- Curriculum – maintain, add and evaluate curriculum materials, including educational software
- Assessment tools - create, monitor, research
- Student database management, including improvements & associated reports; monitors students’ records maintenance (ETS), Works with volunteer, who is a database designer, on updates, and researches new student management databases
- Software and hardware troubleshooting when related to educational program software
- Class scheduling and educator assignments
- Creates fiscal year class calendar
- Collects and summarizes monthly attendance and exit reports
- Outcome measurements – monitoring for timeliness and completion, statistics & analysis
- New class and outreach – monitors relationship cultivation, communication, planning, coordination & general evaluation
- Special programs planning & coordination, including Family Nights, Tutor trainings, community outreach design, strategic planning, and implementation.

Other duties as assigned

In support of general operations, fundraising, donor relations and collaborations

Participates **w/ED & selected staff** in:

- Newsletter contributions/editing
- Grant writing, editing, site visits, implementation & reporting
- IT Advisory Team
- Strategic planning and annual Operations Plan Development and reporting
- Fundraising (including annual mailings & events)
- Learn About the Lab events – arrange speakers & host, as needed
- Annual Report data analysis and composition of student stories
- Budget development request
- Representing Learning Lab at community collaborations, meetings, & events
- Maintain alignment and participation with COABE, Proliteracy & other professional national organizations
- Conducts data analysis for completion of annual Proliteracy report

Essential skills

- Strong commitment to Learning Lab mission
- Cultural sensitivity and awareness skills, comfortable working with diverse populations
- Superior oral & written communication skills
- Proficiency with IT systems, including use of databases
- A well-developed sense of humor
- Exceptional organizational skills
- Ability and success in cultivating relationships
- Professionalism, self-confidence, positive attitude and enthusiasm
- Ability to vision creatively and inclusively
- Ability and experience in motivating diverse personalities in professionals and volunteers
- Responsive to needs of students, staff and volunteers
- Understanding of nonprofit or public sector operations and guiding principles

Preferred Candidates will possess:

- Experience in adult education, literacy or training, with bachelor's degree in related field
- Significant experience supervising a diverse professional and volunteer staff
- Experience managing programs
- Excellent problem-solving skills
- Technology management support skills

Salary Range:

\$45,000 to \$60,000 DOE

Office Location:

Garden City, Idaho

Must be able to travel independently to locations within Ada and Canyon County

To apply:

Please send resume, including references, and a cover letter describing how your knowledge, skills, abilities, and experience relate to the qualifications we seek.

Email to:

Ann Heilman, Executive Director

aheilman@learninglabinc.org

This position will be open until filled, with initial screening beginning July 5th, 2017.