

## JOB DESCRIPTION

<b>JOB TITLE</b>	Director, Design and Delivery
<b>FOCUS</b>	Designs and delivers professional learning experiences for school and district leaders
<b>PAY</b>	\$60,000 - \$78,000 a year

### POSITION SUMMARY

The Director, Design and Delivery, supports the design, development, and delivery of 21st century learning, deeper learning solutions for schools and districts. This includes contributing subject matter expertise and thought leadership to the design and delivery of key BFK service offerings such as Portrait of a Graduate, strategic planning, 21st century learning experiences, and assessment of deeper learning, among other services.

### ESSENTIAL JOB FUNCTIONS

1. Provides support in the development of 21st century learning solutions for schools and districts.
2. Works closely with Senior Directors and other team members to design and create tools such as courses, facilitator guides and multi-media tools to help educators improve their practice.
3. Applies 21st century learning principles to design multi-modal learning experiences.
4. Represents Battelle for Kids in consultation and coaching with clients and partners.
5. Collaborates with internal staff on various projects to ensure project success and organizational growth.
6. Works collaboratively and meets deadlines effectively in fast paced, multi-disciplinary team environment.
7. Networks and develops professional relationships with clients and members of the community.
8. Analyzes feedback on BFK professional learning events and adjust for improvement.
9. Other duties as assigned.
10. Frequent travel to support clients and contracts is expected (up to 50%).

### REQUIRED KNOWLEDGE AND SKILLS

Possesses a significant understanding of and willingness to continuously learn about deeper learning / 21st century education literature and practices, particularly for students in schools that primarily serve Black, Latinx, and low-income communities. Demonstrates familiarity with related instructional design methods such as backwards design, project-based learning, design thinking, and liberatory design. Committed to centering diversity, equity, and inclusion in the practice of systems work in education. Exceptional customer service mindset, including interpersonal, relationship-building, problem-solving and organizational skills. Exceptional written, oral, and active listening skills. Ability to collaborate and communicate with diverse stakeholder groups. Must be able to multitask and work on multiple projects



simultaneously. Ability to work with clients to discern their needs and propose a solution to meet those needs. Maintains a positive attitude and is open to feedback in the interest of continuous improvement.

### **MINIMUM EDUCATION AND EXPERIENCE**

Requires a Master's degree in education or a related field required. Three years of experience as a teacher leader required. Demonstrated experience in the following areas required: leading projects and providing and accepting feedback, building relationships, designing, presenting, and facilitating learning with adult learners.

### **Diversity, Equity, and Inclusion Statement**

Battelle for Kids believes education is the critical foundation for cultivating, promoting, and accelerating equity and inclusivity for society. We have a responsibility to advance deeper, 21st century learning for every student, everywhere, resulting in high quality, equitable experiences and outcomes. Therefore, Battelle for Kids intentionally prioritizes diversity, equity, and inclusion in all aspects of our work with school systems and partners. Our commitment includes:

- Inspiring others to envision and advance the creation of 21st century education systems, while also increasing the diversity of school systems engaged in this work.
- Creating conditions and supports that empower every student to thrive with agency, voice, and choice; to create a better tomorrow for themselves and others.
- Supporting school systems as they elevate diverse perspectives of the broader community to build a shared vision of 21st century learning outcomes for all students.
- Surfacing and addressing practices, structures, and policies that cause inequities to take root and persist.
- Pursuing and providing evidence of successful, equitable 21st century learning.
- Continuing to equip ourselves, educators, and school systems to achieve equitable 21st century outcomes for all.

*The above statements describe the general nature and level of work only. They are not a list of all required responsibilities, duties, and skills. Other duties may be added or this description amended at any time.*

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