

JOB DESCRIPTION

JOB TITLE	Senior Director, Design and Delivery
FOCUS	Develop and deliver professional learning for school district leaders
PAY	\$93,000 - \$122,000 per year

POSITION SUMMARY

The Senior Director, Design and Delivery, provides professional support to partner schools and districts seeking to transform their educational systems with a focus on deeper learning and diversity, equity, and inclusion. This includes bringing 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 RESPONSIBILITIES

1. Designs and facilitates effective 21st century learning solutions for schools and districts.
2. Creates appropriate tools and materials to support the delivery of learning solutions.
3. Acts as the client lead across a variety of projects; manages client relationships, expectations, deadlines, and deliverables across multi-disciplinary teams.
4. Contributes to all phases of the design process, including needs assessment, design, development, implementation, and evaluation of the product/offering.
5. Applies 21st century learning principles to design multi-modal learning experiences.
6. Supports the strategic plan and direction of the organization by providing innovative thought leadership through research, writing, and presentations.
7. Works collaboratively and meets deadlines effectively in fast paced, multi-disciplinary team environment. Collaborates with the BFK Business Development team to develop new business opportunities with clients.
8. Networks and develops professional relationships with clients and members of the community.
9. Other duties as assigned.
10. Frequent travel to support clients and contracts (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. Understands related instructional design methods such as backwards design, project-based learning, design thinking, and liberatory design. Highly skilled facilitator experienced with engaging a wide range of audiences in online and in person formats. 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. First-hand knowledge of the organizational operations and strategies involved in school leadership. 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

Master's Degree in education, business or related field required. Doctorate degree in education preferred. Five years of experience as a school or district leader required. Demonstrated experience in the following areas required: leading projects and providing strategic counsel, building relationships, leading organizations through change initiatives, 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 an exhaustive list of all required responsibilities, duties, and skills. This description may be amended at any time.

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