

Program Director - Innovations in Learning Center – Outreach Division

Description

Innovations in Learning Center is looking for a program director providing leadership and visioning for its Outreach Division. The mission of the Outreach Division is dedicated to developing youth leadership, authentic learning environments, innovative uses of technology, and growth opportunities addressing the whole child (cognitive, emotional, social, and physical). Our outreach programs are designed so that schools may contract with us to provide specialized learning opportunities at specific grade levels, or parents can enroll their children in our programs conducted on our own site after-school. We take reform to the schools and demonstrate proven models of learning. The successful candidate will be willing to travel, willing to work long hours promoting authentic learning opportunities, and will work towards strengthening the educational reform movement. The successful candidate will also have a high passion for Innovations in Learning's mission and a proven ability to work in a team environment. This position reports directly to the Executive Director of the organization and maintains a close working relationship with local educational agencies.

Responsibilities:

- Provide leadership and vision for the Outreach Division, including helping set overall direction for the organization, maintaining high quality services and products for the Center, supervising support staff, and managing division funds
- Identify key areas and carry out initiatives to help strengthen existing school curriculum
- Work collaboratively with other groups including the PA Department of Education, members of the Pennsylvania School Board Association, Pennsylvania Association of School Business Organizations, and educational labor union associations
- Acquire grants to help support and expand the Center's activities
- Work with local and regional school organizations and partners to garner support for our program
- Participate in national education reform initiatives
- Develop and implement curriculum based on appropriate learning outcomes
- Develop, create, and implement workshops, activities, and seminars (both onsite and online) as needed to address the needs of local school districts and client base.
- Strengthen relationships with referral agencies to ensure maximum client participation
- Market our professional development programs and learning programs to clients, referral agencies, parent-base, and other audiences as appropriate.
- Recruit, recommend, orient, and evaluate instructors for curriculum offerings.

Qualifications:

- Ability to lead and inspire individuals, small and large groups and cultivate a love for learning
- Experience running programs for student populations a must
- Master's degree in education, public affairs or other related field along with experience in curriculum and instruction supervision preferred or the ability to acquire such
- Minimum of ten years exemplary teaching experience in a variety of subjects and levels
- Experience developing, planning, and administering programs
- Familiarity with both public and private schools
- Excellent communication skills, both written and oral
- Excellent organizational skills and the ability to manage multiple tasks
- Ability to take initiative and work without supervision
- Commitment to educating learners of all ages and backgrounds along with a commitment to life-long learning.
- Knowledge of academic and clinical curriculum design, and applicable strategic planning models
- Demonstrated passion for bringing about major improvements in public education
- Demonstrated experience successfully sharing information via the internet
- Demonstrated ability to leverage technology in educational environment