

Associate Director of Education Services Job Posting

Salary Range: **\$115,000 - \$155,000**

Closing Date: **January 26, 2024**

Focused Education Resources (Focused Education) is hiring an **Associate Director of Education Services** to join their growing team and has retained Chemistry Consulting Group to assist with the search. Currently Focused Education members consist of all 60 BC school districts, more than 100 independent and First Nations schools, the Northwest Territories and the Yukon Department of Education. This position will help promote excellence in K-12 education in BC by increasing engagement in the wide range of services, resources and expertise available to Focused Education members.

Reporting to the Director of Education Services, the Associate Director of Education Services is responsible for working alongside the Director of Education Services to identify, develop, deliver and assess Focused Education's education and learning services for the K-12 educational sector. By representing an education sector perspective with extensive relationships across the sector, this position is critical for the continuance of Focused Education's ability to provide relevant, timely services to its members. The Associate Director of Education Services is a contributing member of the Management Team, in support of the overall organization strategy and operations.

This is a hybrid position with a Vancouver-based office. Focused Education is open to candidates outside of Vancouver, with the understanding that there will be a requirement to be in the office at least 1 to 2 days per week, and for meetings or team events as required. This is a full-time position.

RESPONSIBILITIES

OPERATIONS

- Identify and develop resource evaluation service initiatives, meeting the needs of Focused Education and the K-12 sector
- Liaise with Ministry of Education staff and consult with district contacts and Focused Education's committees to identify resource evaluation and licensing needs in support of provincial curriculum directions
- Promote alignment between the Ministry of Education's project development priorities and Focused Education's resources
- Manage and monitor Education Services expenditures in alignment with the approved budget
- Develop and implement strategies to promote the use of evaluated, licensed resources (online courses, resource documents, workshops, webinars, etc.)

- Manage the professional learning team's delivery of outreach activities
- Facilitate the development and delivery of Focused Education's events for members, including conferences and workshops
- Represent the education perspective in planning of broader Focused Education activities
- Identify, recommend and implement learning technology licensing and resource procurement opportunities and related privacy initiatives
- Participate in cross-functional teams for learning technology, resource procurement and privacy awareness initiatives
- Participate in the identification and development of business process improvements to enhance operational efficiency
- Oversee the collection of information for reporting and dashboard requirements
- Stay current on trends and changes in digital learning technologies, curriculum changes, resource requirements and development, and legislative changes

LEADERSHIP

- Lead Focused Education's resource evaluation services and provide direction to the Education Services team and contractors
- Assign duties and monitor performance of Education Services employees and contractors
- Coach and mentor team members and work one-on-one with staff to determine goals and priorities
- Contribute to the development and management of budgets
- Participate on Focused Education's Management Team
- Provide input to the Director and CEO on organizational planning and goal setting

EDUCATION AND EXPERIENCE

- Master's in Education or Master's in Arts (ED)
- 8+ years senior level management experience or equivalent combination of education and experience
- Experience working in public K-12 sector; in an environment that is complex, with multiple stakeholders and strategic considerations
- Demonstrated experience in managing processes and staff for the identification, acquisition, and evaluation of educational resources
- Demonstrated knowledge and experience in curriculum implementation, technology integration, privacy and risk awareness, and development of professional learning strategies
- Demonstrated ability to lead and collaborate in cross-functional teams, engage external and internal stakeholders, develop consensus, and resolve disputes

- Knowledge of relevant legislation and implications for services and processes; School Act, B.C. Curriculum, FOIPPA, Copyright, Collective Agreements

REQUIRED SKILLS

- Advanced computer skills including MS Teams, Word, Excel, PowerPoint, etc.
- Experience with MS Dynamics an asset
- Ability to proactively initiate and maintain strongly influential relationships with internal team, external members and other key stakeholders
- Excellent interpersonal skills to facilitate decisions and resolve conflicts
- Leads through influence, utilizing business acumen to determine best course of action
- Ability to adapt to and lead others through change
- Excellent written, oral, and presentation skills
- Strong project management skills
- Strategic thinking and planning
- Ethics and confidentiality to handle sensitive information

WE OFFER

- A Vancouver-based hybrid work model (required time working in-office is negotiable, depending on the candidate's location)
- A collaborative and support team environment
- Highly competitive total compensation package
- Flexible schedule
- Extended health, medical and dental benefits
- Municipal Pension Plan

Diversity, equity and inclusion is a core value of Focused Education Resources, one that is strongly supported and demonstrated throughout the organization. All qualified applicants will be given fair and equal consideration regardless of ethnicity, race, sexual orientation, gender identity and expression, culture, disability, nation of origin, age, or religion.

To apply to this position, please respond by email to hr@chemistryconsulting.ca, citing ***Focused Education Associate Director Education Services*** in the subject line. Please submit a cover letter, and resume detailing your experience and qualifications, as well as outlining why you are interested in this position.

We would like to thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.