

## East Central Educational Service Center

### *Job Description*

Title: ECESC Director of Learning

#### **Position Description and Duties:**

- Evaluate the educational needs of the membership that could best be met with consultant services, staff development activities and/or special projects
- Encourage/Develop/Implement/Evaluate staff development programs and special projects to meet the assessed needs of the membership
- Assist in securing federal, state, and local resources for the benefit of the membership
- Coordinate and manage grants and projects coming through the IDOE
- Convene/Facilitate/Coordinate regular meetings of regional committees, e.g., curriculum directors, principals, and counselors
- Work with the Executive Director to facilitate communication and collaboration among ECESC ESC projects, ECESC programs and services, other ESCs and the IDOE
- Maintain necessary records for ECESC consultant services, training activities, special projects and grants; disseminate appropriate information, as needed
- Keep current on educational issues, trends, methods, applications, and programs toward the objective of meeting the training, consultant, and special needs of the membership
- Provide technical writing and research assistance for educational projects to requesting member schools
- Provide consultant services and training activities in his/her areas of expertise, both in-house and on-site
- Develop and maintain contact with public and private agencies, both state and national, in order for ECESC to work in partnership with programs and projects that will benefit ECESC member schools

#### **Qualifications:**

- Master's degree in education or higher
- Expert knowledge of instructional best practice, including technology
- Solid knowledge of the curriculum development process
- Experience in creation of professional development programming for educators at all levels
- Ability to facilitate and engage systems effectively
- Self-motivated (Example: easily grasp a vision and work diligently to accomplish it)
- Demonstrated leadership experience
- Ability to listen, to coach others, and to propel team efforts in a positive direction
- Ability to be a "critical friend"
- Willingly accept guidance and demonstrate an eagerness to learn
- Ability to effectively collaborate with a wide range of people

**Compensation commensurate with experience**

**150-220 Days**

**Application Requirements: Personal letter of interest, Resume and Copies of educational licensures**

**Direct to: [lblessing@nws.k12.in.us](mailto:lblessing@nws.k12.in.us) or**

**Dr. Laura Blessing, ECESC Executive Board Chairperson, 314 W. Main St., Fountain City, IN 47341**