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Director of Curriculum Development and Instructional Design

We Believe Everything is Possible

Our best-in-class digital PreK-12 mindsets-based learning curriculum combined with transformative professional learning, expert coaching, and more, is designed to drive student well-being and achievement, healthy school cultures, and educator happiness and retention. Learn more about our company's mission, vision, and commitment to our students, educators, and school communities.

We are hiring a Director of Curriculum and Instructional Design, reporting to Chief Strategy and Business Development Officer.

This role provides instructional design, pedagogical and team leadership to ensure exceptional delivery of all online/blended courses.

The Director of Curriculum Development and Instructional Design will oversee the design and development of a portfolio of online and blended curricula for a growing suite of mindfulness and mental health modules for the k12, higher ed., and health care industries.

This position will drive curriculum initiatives, including curriculum design and development, curricular renovations, modification for partner needs, feature upgrades, and content delivery strategy. The role will also collaborate cross-functionally with internal teams to ensure that our partners have the right product know-how to solve their organizational needs and derive the most value from 7Mindsets.

Day to Day

Leadership

- Oversee designated curriculum and course development projects and ensure the timely and successful launch of high-quality content
- Work with leadership to plan and manage budgets related to curriculum and instruction
- Work with the product team to analyze data, identify trends, areas of need, opportunities for growth and improvement, and content direction
- Collaborate cross-functionally with all internal teams for effective internal and external communication and curriculum updates

Development

- Prepare detailed lesson plans which include objectives, materials needed, teaching methods, and evaluation criteria
- Develop a curriculum playbook for best standards of practice

- Work with the Product and Technology teams to deliver meaningful product training to employees. This may include self-guided tutorials, interactive e-Learning, webinars, train-the-trainer programs, and in-app guides

Process Design

- Collaborate with the Product team to identify, evaluate, and implement tools and software required for product documentation, key performance indicators, and training that will scale with company growth
- Create a scalable, team process for authoring and publishing curriculum

Learning Outcomes

- Initiate the creation of post-program survey design to produce data on learner success and program objectives
- Review course analytics on a regular cycle to assess course design theories as they play out over time: to identify creative solutions for course improvements, and to recommend need for revision (re-entry into the development cycle)
- Work with the Product team to stay up-to-date on educational research and developments in order to make evidence-based decisions
- Work with the assessment team to help create customized tools for efficacy and data reporting

Your traits include:

- **Passion for the mission**- you care about student wellness- a lot.
- **Wellness inside and out**- you are authentic and healthy
- **Team before me**- you are altruistic
- **Data-driven**- outcomes and efficacy matter
- **Sense of urgency**- you work with a relentless pursuit of student wellness
- **Inclusivity**- diversity and collaboration matter

Your Minimum Qualifications:

- Graduate degree in education, curriculum and instruction, or related field
- 10+ years experience in educational leadership, curriculum development, and instruction
- Experience working in a school district or large organization
- Strong understanding of current educational trends (one or more of the following: mental health, wellness, mindfulness, and social-emotional learning) and best practices
- Ability to manage multiple projects simultaneously and meet deadlines (or communicate when deadlines are off)
- Excellent communication, interpersonal, and presentation skills
- Strong, supportive, collaborative, servant leadership style
- Knowledge of accreditation standards and requirements
- Demonstrated knowledge of instructional design and educational technology best practice in the context of online and/or blended learning

- Demonstrated experience developing team-based, collaborative and/or project-based courses and curricula
- Ability to evaluate content to determine its appropriateness for target audiences
- Strong creative and process-thinking abilities
- Ability to solve complex problems under time pressure
- Ability and desire to work collaboratively
- Excellent organizational and management abilities
- Ability to manage multiple projects and communicate effectively with stakeholders and cross-functional teams

Technical Skills

- Familiar with Office 365 tools, Dropbox, and authoring tools (H5P and Articulate Storyline)
- Familiar with project management tools such as Jira and Asana
- Ability to manage curriculum and course creation projects in ADDIE or Agile methods

This is a remote position with occasional travel required to attend meetings.

To apply to this position, please fill out the form at www.7mindsets.com/careers/