



## DIRECTOR OF EDUCATION

### SUMMARY:

The Director of Education plans, coordinates and manages Business Professionals of America, Inc. (BPA) educational programs and actively participates in strategic planning, grant development and administration of the Workplace Skills Assessment Program (WSAP) Guidelines. The WSAP Guidelines provide a detailed overview of all competitive events and other various BPA education offerings.

The Director of Education will provide leadership to design innovative education programs and coordinate trainings for members and other vested stakeholders.

### Required Skills, Responsibilities, and Duties:

#### Education

- Serve as the staff lead on Educational issues through the identification of trends and needs in education, across all BPA membership levels;
- Collect and analyze data to ensure BPA meets the educational needs of all membership levels;
- Develop and maintain a systematic approach to aligning cluster-based standards, at both a Federal and State level;
- Develop and maintain a systematic approach to aligning industry certifications with BPA education offerings;
- Lead the authoring and auditing of WSAP competitive events;
- Progressively provide educational leadership, guidance, data/metrics reporting and support to internal advisory councils, including: National Business Advisory Council (NBAC), State Advisor Advisory Council (SAAC), Classroom Educator Advisory Council (CEAC), and the National Board of Trustees (BOT);
- Collaborate with Director of Technology Integration in the development of curriculum options for the Membership Learning Management System;
- Development and nurturing of relationships with BPA State Associations, State Departments of Education, and various organizations in order to strengthen connections with members in collaboration with the Director of Membership and Director of Technology Integration;
- Support the growth of membership through the building of a robust education platform, including but not limited to: Workplace Skills Assessment Program, year-round resources and learning opportunities and professional development;
- Administer the Workplace Skills Assessment Program
  - Annually revise and prepare all handbooks, scoring rubrics, authoring guides, competitive event guidelines, competitive event materials, and other WSAP supporting documentation;



- Provide ongoing support, updates and assistance to state and local advisors, students and business partners;
- Develop, with assistance from other National Staff, both the conference and competitive event schedules for conference/meeting rooms during NLC and equipment needs for implementation of NLC competitive events;
- Recruit, train, and maintain a database of judges (both technical and presentation based) and volunteers (Administrators, Proctors, Graders, etc.);
- Coordinate and provide support for the pre-submit competitive event process, in collaboration with the Director of Technology Integration;
- Oversee all Competitive Events, APG and Judges' Orientations, Competitive Events Headquarters and a grading room at the BPA annual National Leadership Conference.

### **Planning, Management, and Administration**

- Plan and execute a strategic, well-balanced education platform that supports and builds opportunities across Middle Level, Secondary, and Post-secondary membership divisions;
- Research, interpret and comply with relevant regulations, guidelines, and standards in cooperation with Federal, State, and Local education programs, including, current Perkins legislation;
- Supervise and empower contractors, test authors, auditors, and volunteers that will help in execution of all educational programs;
- Participation in planning and development of the Education programs for the annual budget;
- Participation in grant proposal planning, preparation, and tracking and compliance with reporting requirements;
- Supplement professional development programming by seeking funding through vendor and corporate sponsorships;
- Other duties as designed.

### **Qualifications & Requirements:**

- Bachelor's degree or Master degree (preferred) in education or related field;
- A minimum of five years' experience in education administration, teaching; assessment design, and/or education program development;
- Required: Experience and/or education in assessment design and authoring;
- Strong ability to interact with the public and high-level individuals and work collaboratively with diverse constituency;
- Outstanding written and verbal communication skills; high level of diplomacy and tact;
- Proven organizational skills, with strong ability to set priorities, manage multiple projects, work independently, meet deadlines, demonstrate initiative and perform under pressure;
- Ability to enhance current Workplace Skills Assessment Program and create new educational programs from the ground-up;



- Highly organized with strong attention to detail;
- Some travel required.

**HOW TO APPLY:** Interested candidates must attach the following three (3) items and send them electronically to [info@bpa.org](mailto:info@bpa.org) by **07/17/2019**. Applications that do not include all three items listed below will not be considered.

- 1) A Cover letter describing interest in, and qualifications for, this position,
- 2) Resume, and
- 3) Salary requirements (Please be specific, do not list your requirements as “negotiable”)

Review of applications will begin immediately.

**COMPENSATION:** This is a full-time position with the potential to work remotely. This position has a salary commensurate to experience and qualifications. BPA is committed to building a culturally diverse workplace and strongly encourages applications from candidates of all backgrounds and ethnicities.