C**ENTER FOR INNOVATION CONSULTANT**

**POSITION PROFILE**

This is an amazing opportunity for a dynamic, high-energy, hard-working teacher leader to support the creation of a world class Center for Innovation that *Empowers Teachers To Change The World.* We are seeking an experienced teacher leader familiar with the Exploris educational philosophy and model who can work closely with the Executive Director, leadership team, and talented team of teachers to create the vision and plan for a Center for Innovation at The Exploris School in downtown Raleigh. The Center for Innovation would bring together educators and school leaders from traditional public schools and charter schools to share and learn innovative education practices from one another and develop collegial partnerships that foster academic growth for all students.

**Key Responsibilities:**

Project Management and Development

* Design and develop an initial business plan for the short-term (1-2 years). Business Plan requirements would include the following: Executive Summary, Product/Service Conference Workshop Offerings, Market Analysis and Environmental Scan w SWOT, Financial Projections, Organizational Structure, Marketing and Communications plan, Funding Requirements, and Growth Projections.
* Work closely with Executive Director on concept creation and plan for Board approval

Communications and Marketing

* The Center for Innovation Consultant will be responsible for designing a website for the Center for Innovation to attract teachers from around the state, nationally, and internationally. The website should include regular updates with resources of innovative instructional practices and programs as well as registration for upcoming product /service training conferences and workshops at The Center for Innovation.
* Plan and create Center for Innovation resources and supplies including letterhead, brochure, business cards, flyers, etc.

Instructional Resources

* Design instructional resources to support product/service offerings at The Center for Innovation. Create materials that document the inquiry based, expeditionary global education process.
* Document historical examples of expeditions at all grade levels K-8 to showcase as exemplars for learning through the Center for Innovation conferences.

Operations Management

* Manage and maintain the registration sign up and serve as point of contact for all inquiries on program offerings at The Center for Innovation.
* Maintain tracking of all participants and manage invoicing, billing, and accounting requirements.
* Create a tour schedule and partner with school ambassador leaders for student led tours. Facilitate and lead a debrief session for visiting educators.
* Identify and apply for grant and funding opportunities for future growth and expansion of the Center for Innovation.
* Ensures adherence to proper safety procedures, state, federal, and DPI requirements.
* OTHER DUTIES AS ASSIGNED

REQUIREMENTS:

Excellent strategic thinker with an entrepreneurial spirit that can design the vision and implement action plans to launch the Center for Innovation. Embrace the mission, vision, and goals of The Exploris School Foundation. Knowledge and practical experience in educational pedagogy, instructional strategies, and leading professional development. Experience working in a project-based learning culture whose cornerstones are depth of academic experiences, adventure/field work, and character-building. Knowledge and practical experience using technology including MS Word, Excel, PPT, and Google Apps. Ability to work independently and make decisions in accordance with established policies and regulations. Ability to multitask and remain calm in fast-paced environment.

SALARY

This is a part-time position with The Exploris School Foundation. Compensation is commensurate with experience and qualifications.

TO APPLY

Please submit your application to employment@Exploris.org