

Louisiana Believes.

Position Title: Director – Course Choice Development
Office of Portfolio
Louisiana Department of Education

ABOUT THE OFFICE OF PORTFOLIO:

The Department of Education's Office of Portfolio has three responsibilities:

- 1) School Choice, helping implement and evolve key parental choice programs like scholarships, charter schools and local charter authorizers;
- 2) Course Choice, helping develop an unprecedented array of high-quality course offerings through Louisiana's innovative Course Choice Program; and
- 3) Strategic Planning, helping develop and implement initiatives that will enable Louisiana students to improve their academic performance, become career ready for 21st Century jobs, and become lifelong learners.

FUNCTIONS OF WORK:

To drive the development of high-quality Course Choice course offerings, focusing on career and technical education (CTE) course offerings. This job is a “hands-on, relationship-driven” position – this program manager will work directly with industry contacts outside the office, and then return to the office to personally develop key reports, recommendations and program elements.

EXAMPLES OF WORK:

- Work with Course Choice team to determine gaps and opportunities for course offerings, especially course offerings in “non-core” areas (CTE, special education, AP, etc.)
- Interface with industry stakeholders and Manager – Statistical Analysis to determine regional job openings and industry trends
- Cultivate relationships with third party intermediaries who can catalyze the development of effective course offering and apprenticeship opportunities within Louisiana industries
- Collaborate with nationwide course providers to develop targeted curricula in non-core areas
- Collaborate with the EPC Program Evaluation and the Course Choice team to determine the quality delivery of course offerings by current course providers – determine which course providers have the capacity to offer additional high-quality courses, and which should be eliminated from the Course Choice program (either specific course offerings or entirely)
- Work with Course Choice team to promote fidelity of implementation for Course Choice CTE course offerings
- Work with RSD to develop successful CTE programs in charter schools leveraging Course Choice CTE course offerings
- Understand and support the priorities of the Deputy Superintendent – Portfolio and Assistant Superintendent – Content, serving as part of the “vision team” for the evolution of Course Choice
- Collaborate with Course Choice team to expand the success of the Course Choice program
- Collaborate with Course Choice team to develop program development strategies and plans, focusing on the development of new high-quality course providers in targeted disciplines
- Collaborate with Deputy Superintendent and Chief of Staff - Portfolio to formulate program goals, metrics and reports / presentations
- Serve on multiple DOE teams that address a wide range of policy issues, without compromising the timely completion of Course Choice program deliverables
- Draft policies to obtain and carry out grants (including federal grants) and philanthropic contributions

- Contribute to and review Course Choice team reports and technical plans

PREFERRED QUALIFICATIONS:

Either of the following will qualify:

1. An advanced degree (Masters, Masters in Business Administration or Doctorate) in a field that requires significant analysis, complex reasoning and effective writing (Business Administration, Economics, Education or similar field) with a transcript that indicates academic excellence, plus one year or more professional experience in an industry position that enabled the candidate to interact with top level executives.
2. A baccalaureate degree in a field that requires significant analysis, complex reasoning and effective writing (Business Administration, Economics, Education or similar field) with a transcript that indicates academic excellence, plus three years or more professional experience in an industry position that enabled the candidate to build a network of industry contacts throughout Louisiana.

For more information regarding this position, contact:

Shannon Hunt
Louisiana Department of Education - Human Resources
1202 North Street
Baton Rouge, Louisiana 70812
(225) 342-0166
shannon.hunt@LA.gov