



POSITION DESCRIPTION

Position Title: Curriculum Development Director
Staff Member Name: *open*
Supervisor Title: Executive Vice President

Scope: The curriculum development director manages all aspects of electrical apprentice and journeyman training curriculum development for a national trade association and is responsible for planning, development, enhancement, expansion, and coordination of electrical apprentice and journeyman training curricula and materials for delivery through IEC chapter training centers and other technical schools across the USA. The director is a management-level position that must perform assigned tasks independently and reports directly to the executive vice president.

Specific Duties & Responsibilities:

- Works in collaboration with the IEC National Apprenticeship & Training Committee and related subcommittees and staff to review and maintain current and timely programs, perform needs assessments to identify new program topics and performance gaps, keep existing materials updated to meet and exceed customer expectations, and develop new training programs that meet the needs of the electrical industry:
 - Provides input for committee consideration evaluating key issues and presents recommendations for resolving them.
 - Defines project scopes and required resources, including skill sets needed for education projects to be completed successfully.
 - Develops planning models, timelines, and budgets, and selects appropriate methodologies, media, and evaluation instruments for measuring and monitoring project status, quality, and cost-effectiveness.
- Develops new curricula, training materials, and programs:
 - Coordinates and manages internal and external services and subject matter experts to develop various apprenticeship and training curricula and delivery formats.
 - Ensures accuracy and effectiveness of developed curricula in accomplishing defined learning objectives.
 - Provides recommendations on the development and maintenance of style manuals for curriculum and training materials.
- Demonstrates best practices in customer relationship management:
 - Conducts and analyzes needs assessments, surveys, evaluations, and feedback from training centers, instructors, and students and incorporates results into curriculum and program upgrades and improvements and/or new programs.
 - Communicates effectively with IEC chapter/member personnel and industry partners to encourage sharing of training-related information and materials.
- Provides appropriate coordination with related functions within the Training and Development Department and other IEC staff members and supervises administrative staff as required.
- Performs other duties as may be assigned.

Required Education and Experience:

- An undergraduate or graduate degree and/or appropriate related experience in technical or vocational educational instruction, publishing, and/or instructional systems design.
- Demonstrated knowledge and experience utilizing recognized instructional design techniques in collaboration with subject matter experts.
- Demonstrated experience successfully managing the development of technical and/or vocational educational materials for adult learners.
- Demonstrated experience in editing educational materials of a technical nature.
- Track record of completing educational publishing projects on time and within budget.
- Working knowledge of Microsoft Office Suite.
- Familiarity with electrical industry tools, materials, processes, codes and standards, and safety regulations is preferred but not required.
- Adult vocational or technical training and/or building trade apprentice or journeyman training experience is preferred but not required.
- Experience in launching educational projects in concert with sales, marketing, and distribution team members is preferred but not required.
- Experience supervising and coaching personnel effectively as a manager.

Required Abilities:

- Ability to research and analyze industry needs and identify topical areas which need to be addressed and recommend the appropriate learning delivery methodologies for meeting those needs through apprenticeship programs, professional development seminars, distance learning strategies, and/or other training modalities.
- Knowledge of appropriate uses for distance learning techniques as applied to adult learners.
- Ability to develop project plans for the development of effective training curricula and materials.
- Ability to effectively communicate orally and in writing with IEC committees, staff, and chapter personnel in a way that contributes to building a team spirit while accomplishing goals.
- Ability to effectively lead meetings and develop goal-driven agendas.
- Sample portfolio of curricula/courseware developed/published is required during interview process.

The above statements are intended to describe the general nature of this position. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required. This position is part of IEC's national office, based in Alexandria, Virginia. IEC reserves the right to modify, add, or remove duties and to assign other duties as necessary.

The Independent Electrical Contractors (IEC) is a trade association serving the needs of merit shop electrical contractors throughout the United States. Supported by almost 70 local chapters, IEC's more than 3,800 member companies provide a full range of electrical services to commercial, industrial, residential, low voltage, and service customers. Visit IEC's website, www.ieci.org, for more information about IEC.

SUBMIT RESUMES by May 31, 2008. Send to resume@ieci.org or mail to the address below.