



## Director of Curriculum and Instruction

### Vision of Curriculum and Instruction Department

SEI's mission is to provide industry-leading technical training and expertise in renewable energy to empower people, communities, and businesses worldwide. Since 1991, SEI has provided training for all levels of professionals within the solar electric industry; whether a person is new to the industry or wants to expand their skills—from grid-tied to battery-based to O&M, from residential to utility-scale to microgrids. The Curriculum and Instruction Department is responsible for ensuring that our online, in-person, hands-on, and contract trainings are industry-leading and delivered to SEI's standards in the appropriate language.

### Purpose of Director of Curriculum and Instruction

To fulfill this vision, the Director of Curriculum and Instruction ensures that the Department has the resources and direction that it needs to develop new curriculum for our general public and contract training, update over 500 hours of existing curriculum, and maintain state-of-the-art content and quality in solar training. Project management is key to the success of this position! As the Director of the Curriculum and Instruction Department, this position sets and inspires vision for the department, ensures budgets and deadlines are met, and represents the team on SEI's Operating Committee. This position supervises SEI's Curriculum Developers, Instructional Designer, Training Manager, and Online Campus Manager. (This position is similar to a corporate Director of Training and Development.)

This is a full-time, salaried position that is based remotely or at our headquarters in Paonia, CO.

### Responsibilities

#### Project Management

- Create and update the Department's annual work-plan and priorities for updating existing and creating new curriculum, and project manage team's schedules to effectively accomplish annual goals
- Collaborate with the Department to stay on task and on time; and ensure that deadlines and priorities are clear and workflow processes are followed
- Serve as the entry point for projects requested from the Business Development departments or from within the Curriculum Development Department



## Supervision

- Nurture collaboration within the team through ongoing and consistent communication, and keeping the team working well together. Keep a pulse on the wellness, efficiency, and needs of the Department
- Communicate expectations to staff, ensure their understanding of expectations, facilitate access to resources, check in regularly about progress, and hold staff accountable when expectations fall short
- Maintain familiarity with who, either in the department or as a consultant, has what skills, knowledge, or other resources. Assign tasks accordingly to the people who have the skills or knowledge to fulfill the required tasks.
- Responsively refine the way the team works together to keep communication flowing; keeps empowerment, innovation, and collaboration high; the attitude positive; and the work fresh, for both staff and instructors

## Department Responsibilities

- Uphold the organization's vision and strategic plan and develop a plan for how their Department achieves these goals
- Lead occasional brainstorming sessions with staff and instructors to keep creativity fresh and to innovate programs, classes, and approaches, as well as the function and scope of the department
- Using feedback from staff, instructors, and industry, work with SEI's subject matter experts to determine what needs to be addressed through updates or new curriculum
- Create and monitor Department's annual and project budgets
- Schedule, create agenda for, and moderate Department meetings, and participate in sub-committees as required
- Assist Training Manager with the planning of Instructor events
- Work directly with the Training Manager in hiring new instructors and ensuring current and effective communication with the Instructors, including providing timely feedback
- Assist with planning curriculum and instruction at conferences, and represent SEI at industry conferences
- Oversee the hiring of Department staff
- Complete annual reviews and contracts for Department members; process timesheets and invoices
- Ensure that curriculum accreditation requirements are met and assist with renewal documentation for national, state, and industry accreditations
- Ensure that staff working on a segment of a project know and feel they are working in direct conjunction with the others, and keep them effectively informed

of the continuity between their work and the work being done by others working on the project

### Operating Committee

- Represent Curriculum and Instruction Department on the Operating Committee
- Ensure a two-way flow of communication between the Department and the Operating Committee
- Maintain and communicate the big picture of Department affairs and progress
- Work directly with Department directors on projects

### **Preferred skills and abilities**

- Passion for training the global solar energy workforce!
- Five years' experience in collaborative management of a remote team
- Three years' experience in project management, including a variety of software platforms and project types
- Experience in technical training or adult education, both in-person and online
- At least three years' experience in PV industry, preferred but not required
- Excellent written, verbal, and organizational skills
- Ability to communicate efficiently with coworkers via email, Skype, Zoom, and other platforms
- Experience and expertise using MS PowerPoint, MS Office, Google Drive, and other industry-specific software
- Working knowledge of Spanish language is preferred but not required
- Ability to travel up to 15% of the year (in post-COVID times), including to Paonia, Colorado, and to conferences

### **Salary and benefits:**

A starting salary of \$60,000, or dependent on experience. Additional benefits include a monthly health insurance stipend, generous paid time-off, and Simple IRA. Plus SEI has a thriving culture that strives to support all of our team through open communication, fun, collaboration, and flexibility. People always come first!

To apply, please send a resume, cover letter, and three references to [jobs@solarenergy.org](mailto:jobs@solarenergy.org). Applications must be received by 10/23/20.