

LEARNINGLEADERS JOB DESCRIPTION:

ASSOCIATE DIRECTOR OF EDUCATIONAL DESIGN

START DATE: JULY 2020

Team

DIVISION: EXPERIENCE TEAM

Experience Team is the largest team at LearningLeaders. We focus on the development of the student journey from the moment they enter our Learning Center for placement testing, to the day they graduate from our program. Within our team are four units that focus on specific but collaborative aspects of this exciting journey, from activities and research provided in the classroom, to competitions, to additional practice such as clubs and summer camps.

UNIT: EDUCATIONAL DESIGN

The Educational Design (ED) unit is one of four units in the Experience Team. We strive to provide students with effective debate and public speaking skills through our core academy, and coaches with a solid foundation to confidently and effectively teach them. This encompasses four core areas:

- Design and revision of [debate curricula](#)
- Design and revision of [public speaking curricula](#)
- Development of [evaluation tools and reports](#)
- Coach experience through [onboarding and training](#)

REPORT LINE

Report to: Director or Senior Director of Educational Design

Reporting Team Members: N/A

Responsibilities

HOW CAN YOU MAKE AN IMPACT?

Having well-designed and unique courses will provide delightful and inspiring learning experiences for our students. The lesson revisions we undertake and the methodical training and evaluation processes we generate as ED members render our product more exceptional and increase brand standards for the curriculum and class experience.

Candidates joining ED will directly contribute to the achievement of these organizational goals.

WHAT WILL YOU BE DOING?

- Coaching between 8 to 10 debate and public speaking courses per week (18 to 23 hours of coaching).
- Recruiting and training students for speech and debate competitions.
- **ACTING WITH INITIATIVE** to evaluate, revise, and implement curricula for LL core disciplines: public speaking and debate. For example, a SMART goal you may have for the semester would be: "I will have written, received feedback, and edited 100% the Original

Oratory course (course syllabus, scripts, and activities for weeks 1 through 10), and fully aligned it with the skill assessment rubric.”

- **PRIORITIZING PEOPLE’S POTENTIAL** to provide coaches with detailed platforms to track student progress. For example, “I will have designed the Student Feedback Assessment form to be successfully used and completed by 100% of coaches weekly.”
- **EMBRACING THE ADVENTURE** to work with Brand Team to spread debate and public speaking to the communities both in Shanghai and around the world. For example, “By X date, I will have provided Brand Team with X number of video criteria and styles to be incorporated into the filming of new lesson scripts.”
- **TAKING NO SHORTCUTS** to retain students. For example, “I will have ensured that 90% of students have attended at least competition, with a partner (for debate classes) that they have practiced with at least once.”

Areas of Development

OPPORTUNITIES YOU WILL HAVE:

In addition to coaching responsibilities, you would have opportunities to work on passion projects, such as improving our placement test system, providing student behavioral management training, designing engaging activities, etc.

LearningLeaders provides on-going trainings through regular workshops led by senior team members. There are also opportunities to participate in language, management, and finance academies where associates are exposed to crucial industry fundamentals. Catalyzation of personal and professional development is at the heart of our team’s success.

Our diverse community consists of team members from nearly 20 countries. The differences in cultures and ideas will challenge you to explore new ways of thinking, being, and knowing.

CHALLENGES YOU MAY ENCOUNTER:

- Working with a diverse team naturally requires more time and effort, due to differences in communication styles, in order to be successful.
- While we take on passion projects each semester, there are times when you also be asked to work on less exciting but equally important administrative tasks.
- You may find yourself juggling between projects more often than anticipated depending on the type of work you have or the time period during the semester. This means you need good planning and organization skills to manage your tasks and workload.
- If you are new to China or Shanghai, the initial move will be both exciting and daunting. We highly encourage finding sports or activity groups to get to know the broader community. Our team also enjoys spending time together outside of the office, whether it is for morning yoga sessions or board game nights.

Qualifications

WHAT WE LOOK FOR:

- Passionate curiosity and [a love of learning](#).

- **Two or more years of teaching** experience in either a private school, public school, or a private enrichment education academy, and experience working with **elementary and middle school students**.
- One or more years of experience in **curriculum development and revision**
- Excellent **communication skills**, both in **written** and **verbal** English.
- Experience in a **formal competitive debate** such as British Parliamentary, World Schools, Public Forum, or Policy Debate and/or **competitive individual speech events** such as Extemporaneous Speaking, Original Oratory, After Dinner Speaking, or Humorous Interpretation is **highly preferred**.
- Strong **adaptability** to cope with a fast-growing environment.
- **Collaborative** work ethic.
- A focus on **detail-oriented** projects with thoughtful and precise decision-making.

Benefits

WHAT WE OFFER:

In addition to a base salary commensurate to experience, you will be eligible to receive performance-based bonuses. LearningLeaders also provides:

- Partnership equity in a rapidly growing company
- Full health insurance from an international service provider
- Professional development and language learning reimbursement accounts
- Subsidized gym membership
- Open vacation policy
- Work visa

CONTACT AND APPLY

OUR LOCATION:

- **Puxi LearningCenter:** 66 Xianfeng Street, Ala Town, Building 3, Suite 305, Minhang District (Metro Line 10: Longbai Xincun)
- **Pudong LearningCenter:** 633 Lantian Road, Suite 1D1, Pudong (Metro 9: Lantian Road)

APPLICATION PROCESS:

If you want to join a rapidly growing education organization and help fundamentally shape the way youth today develop their voice, we want to hear from you. *Be a part of our mission to empower everyone to learn and lead, for life.*

Apply today: <https://podio.com/webforms/23757567/1720100>
 Or you can also send your application to our People Team at recruit@learningleaders.com. Learn more about us throughout LinkedIn or WeChat and visit us at www.learningleaders.com

