



INTRODUCTION

PublicSchoolWORKS (PSW), a complete online safety and regulatory compliance solution for public school districts, is looking for a Director of their Research and Development Department. There are three departments within PSW: Sales & Marketing, Client Services, and Research & Development. Research and Development is responsible for creating complete school programs to meet federal, state and local safety and regulatory compliance requirements and to implement best practices in risk management. The Research & Development Director leads and manages the teams responsible for the continued innovation and development of the PSW solution, which includes personnel teams responsible for: a) the research of laws and best practices, b) training course development, c) safety programs development, d) IT systems administration, and e) software development.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Identify, establish and execute a clear, strategic direction for Research and Development
- Coordinate with personnel from all departments and establish direction and priorities for R&D to meet the needs, goals and objectives of customers in line with the overall needs, goals and objectives of the company
- Provide high-level technical direction and management oversight to product, services and software priorities and functionality
- Manage the overall execution by research, program and course development, and IT teams required to drive completion of projects within scope, on time, and within budget
- Monitor technology performance metrics to ensure satisfactory service delivery at all times
- Represent the R&D group at internal and external meetings regarding client enhancements and challenges
- Review project specification documents and define technical approach
- Lead the R&D team to create “complete” implementations/programs of safety and compliance requirements using existing and recommending new/improved PSW services and software functionalities, tools and resources to work within and be delivered thru the PSW software framework
- Lead and manage the Conduct background research on federal and state laws and educational content related to employee and student health and safety, employee professional development, and student behavior
- Fully understand and apply the PSW perspective regarding the practical application of company products and services
- Report to the Vice President of Operations to communicate the status of various deliverables
- Lead a team of managers, each focusing on distinct research and development disciplines
- Communicate the status of product/services upgrades/features to ensure proper expectations are met and understood by internal teams
- Work with other business units to identify needs and execute solutions
- Oversee research, including own personal research, of new technologies and advise on practicality for future development
- Use industry and technology knowledge to contribute to the conceptualization and development of new products, services and applications, and the implications/impact of new features and applications to the overall use and functionality of all products and services.
- Understand customer and market needs to improve offerings by working with both internal and external drivers.
- Utilize effective needs analysis, project management and evaluation skills
- Maintains quality control and high standards throughout the lifecycle of each project. Identify areas of best practice and process improvement.
- Conduct quality review of all research deliverables ensuring that all information is accurate, consistent, easy to understand, flows well and is well organized
- Proofread and edit own work and work of others to improve quality and readability
- Work with Managers to development standards and establish/enforce procedures.
- Recruits, hires and develops a high-performance R&D team
- Maintain and improve the knowledge and capabilities of company personnel
- Adhere to development standards and established procedures
- Ensure timely issues are identified and resolved
- Other duties as required and/or requested by management



JOB KNOWLEDGE

- Knowledge of Java, C#, Actionscript/Flex, HTML5, Javascript, PHP a plus
- Experience with Learning Management Systems
- Experience in managing a cross discipline R&D team (Information Technology and Research & Development)
- Experience in a public-school environment a plus

ABILITIES REQUIRED

- Strong leadership skills with an ability to set a vision, to lead change, and to lead/mentor others.
- Strong leadership and management skills including performance management, decision-making, planning, prioritization, objective setting and plan execution.
- Ability to organize, structure and staff an organization in a rapidly changing environment.
- Excellent interpersonal skills with ability to lead, interact with, influence, resolve conflict and drive consensus among individuals from a variety of personalities and disciplines.
- Superb critical thinking, identification and problem-solving skills
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Quick learner, self-motivator, and detail oriented
- High aptitude, business acumen, drive, personality
- Demonstrated track record of driving innovation leading to the application of new technologies in the marketplace
- Expert knowledge of modern web/mobile application architecture and trends within the industry
- Project management skills and proven success in working on simultaneous projects at different stages of development

MINIMUM REQUIREMENTS

- Bachelor's or advanced degree or equivalent work experience
- 5+ years experience in a software development management position

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.