



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Senior National Academic Consultant

Department: Sales

Reports To: VP, Learning

Summary:

This professional provides leadership and support for digital sales implementations, including initiating the integration process, managing the trial process, and providing digital outreach to ensure effective implementations and renewals. This individual onboards, manages scheduling, and supervises daily work of per diem employees. A key responsibility is the scheduling, staffing, and management of the standard, routine, and published webinar calendar.

Essential Duties and Responsibilities

Strategic Pre-Sales and Post-Sales Support

Rep-Focused

- Develop and maintain content and resources to support ongoing professional learning for Sadlier sales department employees.
- Support onboarding of new sales department employees. Including group and/or one on one training to provide knowledge of products, service, and platform technology.

Cross-Departmental

- Collaborate with marketing by planning and providing webinars, conference presentations, and researching and analyzing competition.
- Collaborate with product teams to improve digital products and implementation methods.

Customer-Focused

- Work directly with school and district leaders, as well as Sadlier PD leadership to develop implementation timelines and on-going action plans. Strategically position multiyear Professional Development offerings to maximize retention.
- Deliver sales product presentations to customers and potential customers to increase sales
- Provide implementation support sessions and professional learning modules in a range of presentation formats including hands-on activity-based, demonstration, lecture, videos, webinars, and interactive workshops, along with appropriate collateral on products and professional learning modules on related curriculum and instructional topics for customers and potential customers to increase sales and improve customers' product implementation



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Departmental

- Design and deliver sales presentations, in-service workshops, and implementation presentations.
- Onboard, manage scheduling, and supervise daily work of per diem employees as per business requirements.
- Respond to requests for presentations, answering questions, contributing to correlations and other documents required by sales to meet diocese/district/network/school requirements
- Schedule, staff, and manage standard webinar calendar to meet business needs.
- Keep abreast of current events and trends which impact education and Sadlier's markets and products
- Make personal travel arrangements and submit expense reports according to corporate policy

Digital Implementation Support

- Provide virtual or on-site targeted support to teachers, coaches, and leaders. This may range from providing lesson planning and pacing support, to helping educators analyze data and apply it to instruction, to working with leaders to identify evidence of implementation successes and challenges.
- Provide digital outreach and onboarding activities for digital products
- Serve as primary contact for integration plans initiated through established process. Support custom integration plans and ongoing customer needs. Partner with Shared Services to contribute to process improvement.
- Manage, track, support, and direct newly established trial process for suite of digital product offerings.

Other

- Directly supervises assigned staff; conducts performance evaluations in conjunction with defined policies and procedures; addresses performance matters as appropriate; assigns work on a regular basis to subordinate personnel.
- Performs other related duties as assigned

Education, Experience, Skills Required:

- Bachelor's Degree required; Education major preferred; Master's Degree preferred
- Five years of experience as a classroom educator or as a related education professional, e.g. guidance counselor required; experience as an educational consultant preferred
- Demonstrated content expertise in English language arts and mathematics
- Knowledge of the K-12 education market required
- Ability to effectively present print and digital products along with education topics using a variety of delivery modes
- Has solid interpersonal skills
- Must have the ability to build relationships at various levels with customers
- Exceptional problem-solving, decision-making and project management skills
- Exceptional written and verbal communication skills
- Must possess excellent organizational skills with focus on attention to detail
- Ability to establish and meet deadlines, work under pressure and handle multiple priorities.
- Excellent presenter and group facilitator
- Skilled trainer, coach, and negotiator



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- Must be able to travel to present on-site regionally, nationally, and internationally (up to 50% of the time) with overnight stays, including some weekends and holidays. International visits may be made solo (without other Sadlier employees).
- Proficiency in Spanish language a plus
- Strong technology skills, including proficiency with MS Office Suite, Virtual Conferencing and any other tech-related functions to perform job duties such CRM and ERP systems