

POSITION TITLE: Director of MathScience Innovation Center (MSIC)

QUALIFICATIONS: Master's degree in the fields of science, mathematics and/or curriculum development and administration required; doctoral degree preferred. Postgraduate Professional Certificate with endorsement in science or mathematics and administration required. Knowledge of current trends and curricula in science, technology, engineering and mathematics. Proven leadership skills as evidenced by experience in administration, curriculum development, and/or supervision. Experience in classroom instruction in the field of mathematics, science or technology. Must have effective oral and written communication and public relation skills. Must have the ability to work with diverse groups including consortium divisions, institutions of higher education, public and the private sector. Membership and participation in relevant professional organizations is a plus.

PERFORMANCE EXPECTATIONS: Under the direction of the MathScience Innovation Center, the Director establishes, controls, and directs all human, fiscal, and physical resources of the Center to provide leadership and support to the eight consortium members (Chesterfield, Colonial Heights, Hanover, Henrico, King William, Powhatan, city of Richmond, Petersburg) and annual institutional members. Provides visionary leadership in science, technology, engineering and mathematics that supports participating consortium divisions. Initiates and develops long-range plans, informs the Board of issues and directions, and recommends policy to insure an effective support organization for the divisions. Directs the development, implementation, and evaluation of all academic programs and ensures their coordination within the participating divisions. Integrates the total educational effort including production/distribution of materials, construction and maintenance of designed facilities, and production/distribution of web-based informational and educational programs. Determines and control staffing of the Center to meet broad goals and objectives. Prepares and monitors annual budget, quarterly fiscal reports, and grants for review and approval by the Board and its committees. Work with auditors to facilitate annual audit report. Recommends funding priorities to the MSIC Board and MSIC Foundation. Develops conceptual plans needed for fund development and work actively with the Foundation staff to secure funds. Serves on the MSIC Foundation Board. Promotes the Center to the students, educators, parents within the participating divisions, state, national governments and agencies, private businesses and industry, professional organizations, institutes higher education, and the greater community to gain aid and support for programs. Performs other related duties as assigned.

EVALUATION: Performance expectations for this position will be evaluated through achievement of the MSIC Strategic Plan and/or establishment of annual objectives. Generally, the Chairman of the MSIC Board and the Superintendent of Richmond Public Schools will serve as evaluators. In the event that the Richmond Public Schools superintendent is Board chairman, the Chairman of the MSIC Finance Committee may serve.

SUPERVISES/MANAGES: Richmond Public Schools employees (approx. 35), Henrico Custodial/Maintenance (3), MSIC Part-time Employees (approx. 25-30), MSIC Adjunct Staff

(approx. 75), external consultants and vendors, as applicable. Manages total budget of approximately \$4,000,000 including operating budget, grants, and Foundation funds.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work directing the MathScience Innovation Center. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: MathScience Innovation Center Board (and the Superintendent of Richmond Public Schools for administrative purposes only).

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 133

LENGTH OF CONTRACT: 260 Days (12 months) Period of employment is from July 1 to June 30 with specific work days adjusted to meet MSiC's needs for year-round program delivery.

FLSA: Exempt