

<b>Job Title:</b>	Director of Systems and Process Improvement - Academics
<b>Grade Level/Terms of Employment:</b>	Grade 133 / 12 Month (260 days) Contract
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Office of the Chief Academic Officer
<b>Immediate Supervisor:</b>	Chief Academic Officer

### **PERFORMANCE EXPECTATIONS:**

- Responsible for supporting the Office of the Chief Academic Officer (OCAO) across a diverse portfolio of work, focusing on system and process improvement and development related to teaching and learning.
- The Director of Systems and Process Improvement - Academics is responsible for ensuring OCAO projects are designed, implemented, and evaluated to ensure schools' and central office departments' efforts are aligned, well-planned, thoughtfully communicated and well-executed.
- Serves as a member of the Chief Academic Officer's leadership team to support the creation and implementation of policies and strategies to meet the vision and goals of the Office and of Richmond Public Schools (RPS).
- Leads the development and maintenance of cross departmental process mapping for core RPS systems and how those map to teaching and learning priorities.
- Leads the continual assessment and refinement of systems to ensure alignment with changing workflow and processes.
- Recommends and implements changes in program operations, resourcing, and approach to resolve obstacles to success through strong project planning and management.
- Conducts special studies and internal consultancies across OCAO divisions including but not limited to Curriculum & Instruction, Exceptional Education, Career & Technical Education, and academic partners to identify operational inefficiencies and areas for improvement.
- Develops clear, specific, and ambitious performance targets; evaluates progress of OCAO's programs and initiatives, holds relevant parties accountable for their progress, and helps adjust strategy and approach accordingly to achieve success.
- Fosters innovation and best-practice sharing within OCAO, and between offices and schools within RPS.
- Builds relationships with staff in information technology division to design and launch systems and custom applications to streamline existing processes and grow programs.
- Manages the analysis and presentation of data and progress of OCAO initiatives for senior leadership and external audiences; communicates progress to key stakeholder groups; and incorporates their input; supports efforts to improve data quality and relevance of information used to support critical District decisions.
- Performs other operational duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree and six to nine years of related work experience.

- Postgraduate professional license with endorsement in administration and supervision or the ability to acquire licensure within 90 days of hire.
- Prior work in operations at a large complex organization or school district.
- Proven track record of success in high-level operations strategy and implementation.
- Prior work in the education sector, preferably in a large urban school district in a leadership position.
- Outstanding interpersonal and team work skills; and strong organizational skills, including keen attention to detail.
- Knowledge of user centered design and Agile concepts to create responsive, intuitive systems that meet stakeholder requirements.
- The ability to learn quickly, work in a fast-paced environment, and multi-task effectively.
- Willingness to work outside standard business hours.