

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Director of Organizational Talent

QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
3. At least five (5) years successful experience in education including three (3) years in administration and supervision.
4. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Future oriented perspective.
2. Ability to plan, organize, and prioritize.
3. Ability to analyze problems, identify appropriate solutions, project outcomes of proposed actions, and implement recommendations.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to present information effectively to a variety of audiences.
6. Ability to work cooperatively with School Board members, school personnel, students, community and other departments and agencies.
7. Knowledge of national, state, and district educational goals and standards.
8. Ability to read, interpret, and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes and regulations.
9. Advanced skills in problem solving and interpersonal interaction, with the ability to handle sensitive issues in a timely and professional manner.

REPORTS TO:

Chief Human Resources Officer

JOB GOAL

To develop, implement and lead a comprehensive approach to building internal leadership capacity and creating career pathways for teachers, administrators, and staff; to assume leadership roles and positions throughout the organization; to enhance organizational efficiencies; and to support effective succession planning.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement career-long learning opportunities that promote the accomplishment of the mission and goals of the School Board.
2. Oversee and coordinate the planning, implementation, and evaluation of the staff development program for administrators, professionals, instructional and non-instructional support staff.

Director of Organizational Talent (continued)

3. Develop a system of professional development opportunities that utilize the common elements of effective leadership development found in business, industry, and educational organizations.
4. Develop and implement leadership pathways that support career enhancement and advancement.
5. Provide ongoing support, direction, and instruction to aspiring leaders at all levels of the organization.
6. Assist organizational coordination of district efforts to ensure that teachers, administrators, and other employees meet the highly qualified requirements.
7. Implement the recruitment, application and employment process plan for certified and classified employees
8. Assist with a District orientation program for new hires.
9. Assist teachers to meet English for Speakers of Other Languages (ESOL), and out of field requirements.
10. Assist with the program for in-service incentives.
11. Coordinate the district's professional orientation program.
12. Develop appropriate administrative guidelines and manuals, as needed, to implement School Board policies, state statutes, and State Board of Education rules.
13. Prepare and present all required reports to the superintendent and School Board.
14. Develop and oversee appropriate grants.
15. Maintain contact with other school districts, colleges and universities, governmental agencies, and professional management associations in the area of personnel management.
16. Collaborate with Academic Services to conduct periodic assessments of training needs for administrative, instructional, non-instructional, and support personnel throughout the district.
17. Serve as a resource person to personnel concerning professional growth and development and related staff development activities.
18. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
19. Serve on district, state, or community councils or committees as assigned and/or appropriate.
20. Provide oversight and direction for cooperative planning with other agencies.
21. Assist in interpretation of programs, philosophies and policies of the district to staff, parents and the community.
22. Work closely with district and school staff to support school improvement initiatives and processes.
23. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
24. Attend training sessions, conferences, and workshops and disseminate information about current best practices, trends, research, programs, and legal issues to appropriate staff.
25. Assist in the preparation of the School Board meeting agenda and prepare appropriate reports.
26. Assist in the development of School Board policies.
27. Develop the department budget and monitor its implementation.
28. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
29. Oversee the preparation of all required reports and maintain all appropriate records.
30. Review internal personnel procedures and develop new procedures when required or when new procedures will aid in a more efficient operation.
31. Collaborate with schools and departments and contribute to the planning and operation of the district.
32. Perform other tasks consistent with the goals and objectives of this position.

Director of Organizational Talent (continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects. Must be willing to work indoors and outdoors.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and established performance objectives outlined in the District's current strategic plan.

Job Description Supplement Code: 5

Salary Lane: AUZ

Director of Organizational Talent (continued)

Approved 06/21/2022