



DIRECTOR
STRATEGIC PLANNING & SYSTEM IMPROVEMENT
JOB DESCRIPTION

JOB TITLE: Director of Strategic Planning & System Improvement
REPORTS TO: Chief of School Innovation
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM 09
DAYS: 260
JOB ID & DATE: ADM-62 | Oct, 2023

JOB PURPOSE SUMMARY

Responsible administrative and supervisory tasks in leading strategic planning, designing processes and systems to improve organizational effectiveness. Assists staff in implementing strategic initiatives and continuous improvement processes. Leads and coordinates special projects involving multiple departments, divisions and schools. Provides training and professional development for senior leaders, principals and other administrators and coordinators on effective process and project management, identifying and managing key performance indicators to increase organizational performance, and related aspects of continuous improvement program management

REQUIREMENTS

Education Level Details

Master's Degree plus additional coursework required for certification or licensure in a major pertinent to the position requirements

License / Certification Required

Principal License required at entry.

Work Experience Required

Five years of campus and district level leadership experience required

Technical Skills, Knowledge Abilities Required

Strong verbal and written communication skills
Basic computing skills to include Google Suite required at entry
Experience with teaching and learning in an Elementary/Secondary setting
Strong interpersonal relationships
Knowledge of adult learning theory
Ability to think innovatively
Ability to meet established deadlines
Ability to interact with top level officials and all staff with tact, courtesy and diplomacy
Effective English and Spanish communication skills strongly preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Collaborate with senior leadership and employees from all divisions and at all levels of Adams 14 to monitor the campus and district's Unified Improvement Plan.

- Develop, coordinate, and align planning tools, structures, and processes to ensure full implementation of the strategic plan (UIP) for the district and schools.
- Support staff in monitoring the implementation and evaluation of strategic initiatives. Conduct workshops with staff to enhance strategic planning processes, identify efficiencies, and improve effectiveness across all divisions.
- Support Academic teams to effectively coach, support, and develop action plans for teachers
- Guide departments in identifying and using appropriate performance measures as an ongoing part of the strategic planning process, including district and school UIP's and strategic initiatives
- Assist staff in utilizing key performance indicators for process improvement and decision making within the strategic planning process, and influence cross-functional thinking to define complex issues, facilitate ideas, and build consensus around decisions or effectively lead discussion towards decision.
- Facilitate monitoring trends across systemic key performance indicators.
- Influence and identify appropriate and innovative problem solving solutions to support strategic plan progress.
- Work in partnership with principals and cabinet to define and drive projects which advance the Adams 14 Instructional Strategic Plan.
- Lead community outreach efforts to inform strategic planning processes.
- Produce high quality Procedural Manuals and Handbooks, drawing from strong experience interacting with and presenting to senior executives.
- Participate on system leadership and planning teams as appropriate.
- Work in a team environment, handle multiple tasks, react to change in a positive manner, and meet deadlines.
- Leads the district in MTSS for both behavioral and academic success
- Develops, trains, implements and monitors a district-wide student behavioral management system focused on restorative justice and preventive opportunities.
- Leads employee and public engagement efforts to ensure wide and representative participation by all stakeholders in Adams 14 strategic plan initiatives and special projects.

Administration

- Engage in community and state organizations and committees, as a liaison or representative of Adams 14 or as a professional responsibility.

Other

- Performs other job related duties as assigned

SUPERVISORY/TECHNICAL RESPONSIBILITIES

Provide leadership to academic coaches, principals, assistant principals and other staff engaged in Tier I, Tier II or Tier III academic instruction or behavioral interventions.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Mental Functions: May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____