



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, Performance Management
JOB CODE: R-053
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Strategic Initiative Management ~~Executive Director, Strategy and Continuous Improvement or Designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Oversee the implementation of Performance Management action plans to achieve desired outcomes. Synthesize large amounts of data across District departments into presentations for strategic decision-making purposes. Serve as District's contact for external partnerships. Facilitate and foster the relationship of the school district with local, state and national businesses, industries and non-profit organizations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Performance Management shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned.
- Serve ~~serve~~ as the primary District contact for oversight of Performance Management plans throughout the District and monitor such plans to ensure they are aligned to District's strategic plan.
- Utilize ~~utilize~~ established performance management methods such as Six Sigma, LEAN and other process improvement methods to guide continuous improvement efforts across the District.
- Build ~~build~~ awareness, perspective, and alignment throughout the stakeholder community including the Board, senior leadership and key agents throughout the BCPS community.
- Conduct ~~conduct~~ data analysis through measurement and data analytics to guide decision-making regarding past and current performance level of departments.
- Work ~~work~~ directly with senior leadership to guide decision-making after performance plans are reviewed to create specific measurable targets and to ensure consistent delivery of high-quality services regarding partnerships. Establish scorecard to include engagement survey data.
- Develop ~~develop~~ alignment and synergy with partners to Broward County Public Schools' mission, vision and Strategic Plan.
- Design ~~design~~ performance improvement reports to effectively communicate departmental recommendations.
- Partner ~~partner~~ with internal and external stakeholders to create and execute plans to identify, attract, and develop multiple partnerships. This includes coaching colleagues in problem-solving methods in order to develop optimal solutions.
- Support ~~support~~ and manage teams to ensure high quality Performance Management implementation.
- Develop ~~develop~~ and communicate effective school-based partnership procedures that support school improvement and student performance and work effectively in a fast-paced environment to establish meaningful performance management work sessions.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in ~~the~~ training programs offered to enhance the individual ~~individual's~~ skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ Federal and State laws, as well as School Board policies.

- ~~Perform~~ ~~perform~~ other duties as assigned by the Executive Director, Strategic Initiative Management. ~~Executive Director, Strategy and Continuous Improvement or designee.~~

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned Bachelor's ~~master's~~ degree in economics, math, business administration or related field from an accredited institution. ~~Doctorate preferred.~~
- A minimum ~~Minimum of six (6)~~ eight (8) years within the last ~~ten (10)~~ twelve (12) years of progressively more responsible experience in Performance Management as well as establishing and maintaining collaborative and supportive internal and external partnerships that support accelerated and sustained professional learning and leadership.
- Demonstrated experience in a non-profit organization, governmental agency, business and/or K-12 educational system with demonstrated knowledge in matters relating to performance management project management and community relations.
- Demonstrated proficiency in synthesizing large amounts of data.
- Excellent written and verbal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned Master's degree from an accredited institution in economics, math, business administration or related field.
- ~~A minimum eight (8) years within the last twelve (12) years of progressively more responsible experience in Performance Management.~~
- Certification in Six Sigma, Lean or other recognized process improvement methodology.
- Bilingual skills are preferred.

SUPERVISES:

Staff as assigned

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Facilitate and foster the relationship of the school district with local, state and national businesses, industries and non-profit foundations.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 06/26/2012

Board Adopted: 07/24/2012

Board Approved: 12/18/2012

Board Adopted: 01/15/2013

Board Approved: 5/21/13

Board Adopted: 6/25/13