

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Executive Director, Strategy and Continuous Improvement
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	32
<b>BARGAINING UNIT:</b>	ESMAB

**QUALIFICATIONS:**

**EDUCATION:** An earned master's degree from an accredited institution. Doctorate preferred.

**EXPERIENCE:** Minimum of ten (10) years within the last fifteen (15) years of increasingly responsible experience leading strategic planning, organizational development, and designing and implementing performance measurements.

**ADDITIONAL REQUIREMENTS:**

**REQUIRED:** Diverse background encompassing business, large K-12 educational, and/or operational experience. Demonstrated success in leading and inspiring highly effective teams with responsibility for data analysis and evaluation. Excellent oral and written communication skills with customer-service orientation that leads to mutually beneficial relationships with management groups, external partners and professional staff. Computer skills as required for the position.

**PREFERRED:** Degree majors in education, educational leadership, public administration, public policy, or related field. Bilingual skills preferred.

OR

**EDUCATION:** An earned bachelor's degree from an accredited institution. Graduate degree preferred.

**EXPERIENCE:** Minimum of twelve (12) years within the last seventeen (17) years of increasingly responsible experience leading strategic planning, organizational development, and designing and implementing performance measurements.

**ADDITIONAL  
REQUIREMENTS:**

**REQUIRED:** Diverse background encompassing business, large K-12 educational, and/or operational experience. Demonstrated success in leading and inspiring highly effective teams with responsibility for data analysis and evaluation. Excellent oral and written communication skills with customer-service orientation that leads to mutually beneficial relationships with management groups, external partners and professional staff. Computer skills as required for the position.

**PREFERRED:** Degree majors in education, educational leadership, public administration, public policy, or related field. Bilingual skills preferred.

**REPORTS TO:** Chief Strategy and Operations Officer

**SUPERVISES:** Staff as assigned

**POSITION GOAL:** Accountable for the strategic planning and design of performance measurement programs that will contribute to advancing the quality, effectiveness and outcome of services received by all stakeholders. The position oversees the activities and goals of the District's Strategic Plan in areas of student assessment and research, school performance and district outcomes, leverage resources and programs through the foundation, develop external partnerships, and grant sourcing.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Executive Director, Strategy and Continuous Improvement shall:**

1. work directly with the Chief Strategy and Operations Officer to provide overall strategic leadership and tactical implementation for organizational strategy development, programmatic growth and quality.
2. provide strategic direction to relevant departments regarding performance, accountability and efficacy.

3. provide oversight and direction for cooperative planning with other agencies.
4. contribute to the budget development process by planning and projecting the staffing and resource needs through ongoing review of expense variances.
5. work with the staff to establish programmatic benchmarks and data tracking systems to monitor the District's progress in regard to the District's Strategic Plan.
6. facilitate the transformation of the Strategy and Operations Division, ensuring operational excellence and superior customer service, with a focus on achieving improved performance.
7. design and implement revised evaluation methods supported by valid and reliable measures of performance, explicitly linked to the District's Strategic Plan.
8. ensure all division/department priorities and projects assist in achieving the District's Strategic Plan.
9. oversee processes related to annual accountability for administrators, including the Superintendent of Schools, related to the meeting of District Outcomes identified in the District's Strategic Plan.
10. develop a plan for gathering data on a timely basis, identifying objective results, communicating outcome results to the Board and community, and recommending revisions to objectives as needed.
11. prepare reports and analyses to enable data-driven decisions by schools, strategy and operations team, district and senior leadership.
12. design and develop performance management, training strategies and programs.
13. assist in the selection of researched-based continuous improvement processes and professional development to offer the greatest opportunities for improvement of student achievement.
14. provide relevant, timely and accurate information, while building the capacity to use the information to improve student performance and enhance instructional leadership.
15. provide leadership and direction of all the operations and functions of performance accountability, research and assessments, grants sourcing, and fund raising consistent with District's Strategic Plan.
16. manage fund development activities, including grant writing, and through the Broward Education Foundation, cultivate stewardship of donors, event planning, and identification of new resources.
17. establish a strategy and plan with specific measurable targets to develop and/or upgrade administrator training processes to ensure consistent delivery of high-quality services regarding partnerships.
18. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
19. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
20. review current developments, literature and technical sources of information related to job responsibility.
21. ensure adherence to good safety procedures.
22. follow Federal and State laws, as well as School Board policies.
23. perform other duties as assigned by Chief Strategy & Operations Officer or designee.

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

Frequent interface with senior leaders, all level of employees, external stakeholders. Leads The School Board of Broward County engagement with local and national organizations that figure importantly in the continued development and deployment of strategic planning and performance measurement programs.

**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.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 06/26/12

**Position Factor Listing**

Executive Director, Strategy and Continuous Improvement

Point Range: 1215 – 1274

**Position Factors**

**1. Knowledge: Combined required minimum education/experience for competent performance**

<b><u>Education</u></b>	<b><u>Experience Range - Years</u></b>		
	<b><u>Up to 3</u></b>	<b><u>4-7</u></b>	<b><u>8+</u></b>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

**2. Human Relations Skills: All interpersonal skills required to produce the desired end result**

<b><u>Required skill level</u></b>	<b><u>*Organization Contact Level</u></b>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

**\*Definitions**

**1** – Immediate workgroup

**2** – Outside of immediate workgroup

**3** – Assistant/Associate/Deputy Superintendents

**4** – Superintendent, School Board; critical external parties

**3. Problem Solving: Thinking environment to perform job duties**

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

**Point Factor Listing (Cont.)**

Executive Director, Strategy and Continuous Improvement

Point Range: 1215 – 1274

**4. Decision Making Freedom: Freedom to take action**

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

**5. Position Impact: Degree of job impact on the District**

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

**Position Analysis Criteria**

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C/3	D/4	D	D	D