



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Executive Director, Strategic Initiative Management
JOB CODE: R-054
CLASSIFICATION: Exempt
SALARY BAND: E
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Strategy & Operations Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Oversee the implementation of strategic initiatives leveraging performance management and project management action plans 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 school performance and district outcomes.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Executive Director, Strategic Initiative Management shall carry out the performance responsibilities listed below.

- This position supervises staff as assigned to the Department of Strategic Initiative Management.
- 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.
- Serve as a District contact for program and performance management activities and monitor initiatives to ensure that they are aligned to the District's Strategic Plan.
- Provide strategic direction to relevant departments regarding performance, accountability and efficacy.
- Provide oversight and direction for cooperative project planning across District departments and with other agencies.
- Contribute to the budget development process by planning and projecting the staffing and resource needs through ongoing review of expense variances.
- 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.
- Coordinate Project Management Office (PMO) software, processes, and methodologies in developing individual project plans and project schedules to ensure performance measures, customer satisfaction, and student achievement requirements are identified as part of the project implementation plan.
- Design and implement revised evaluation methods supported by valid and reliable measures of performance, explicitly linked to the District's Strategic Plan.
- Ensure all division/department priorities and projects assist in achieving the District's Strategic Plan.
- 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.
- 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.
- Prepare reports and analyses to enable data-driven decisions by schools, strategy and operations team, district and senior leadership.
- Design and develop performance management, training strategies and programs.
- Assist in the selection of researched-based continuous improvement processes and professional development to offer the greatest opportunities for improvement of student achievement.
- Provide relevant, timely and accurate information, while building the capacity to use the information to improve student performance and enhance instructional leadership.
- Provide leadership and direction of all the operations and functions of performance accountability, consistent with District's Strategic Plan.
- Establish a strategy and plan with specific measurable targets to develop and/or upgrade project management training courses to ensure consistent delivery of high quality services.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State laws, as well as School Board policies.
- Perform other duties as assigned by the Chief Strategy & Operations Officer or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- A 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.
- Diverse background encompassing business, large K-12 educational, and/or operational experience.
- Demonstrated success in overseeing projects related to continuous improvement and/or K-12 student achievement.
- 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 QUALIFICATIONS & EXPERIENCE:

- An earned doctorate degree from an accredited institution.
- Degree majors in education, educational leadership, public administration, public policy, or related field.
- A 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.
- Bilingual skills are preferred.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 06/26/2012

Board Adopted: 07/24/2012

Board Approved: 07/26/2016

Board Adopted: 8/16/12016