



**Job Title:** Director of Planning & Development

**Location:** District Administration Center

**Division / Department:** Student and Staff Services

**Reports to:** Executive Director of Human Resources

**Level / Grade:** Certified Administrator

**Type of Position:** Full - time: *One-year contract (Grant Funded)*

**Hours / Work Year:** Exempt / 12 month

**General Description:** The Director of Planning & Development monitors and ensures implementation of the district's strategic plan; specifically attracting, recruiting, retaining, and supporting staff. Collaborates with district and building administrators and staff to execute district core values and priorities. Oversees the evaluation of current programs and services as directed by the Superintendent. Implements transformational improvement plans resulting from evaluation and audit of current systems to align with district needs.

**Performance Responsibilities:**

- Provide leadership and support for the implementation and monitoring of the school district's strategic plan.
- Provide administrative coordination for the overall operation and implementation of transformational projects.
- Partner with Human Resources to provide support in recruiting, identifying, and promoting excellent teachers and school-based administrators.
- Establish a Teacher Residency program.
- Mentoring for new Administrators, Aspiring Leaders, Aspiring Teachers, new Teachers
- Participate in Professional Next Education Workforce - Team-based Staffing Models
- Attend Teacher and Administration Recruitment activities
- Develop and continuously enhance an integrated communications network to support an effective learning environment for all students; including, district vision, goals and core beliefs.
- Provide administrative oversight for the preparation of reports and interpretations of related data for the administration, staff and the public to promote effective strategies to support attracting, recruiting, retaining, and supporting staff.
- Collaborate to ensure the successful integration of evidence-based strategies that will impact the growth and success of all schools related to employee workforce.
- Create collaborative and effective communication channels between central office staff and school administrators.

- Facilitate collaboration and coordination among district departments and schools to ensure effective implementation of district-wide programs and initiatives.
- Collaborate with district office staff to evaluate existing programs, services, and practices.
- Be personally informed and keep direct reports informed of current educational trends, practices, and proposed legislation impacting the schools.
- Direct, develop, expand, support, and oversee activities and operations as directed; recommend updates to practices and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Conduct research on emerging educational policies, practices, and technologies, providing recommendations for implementation.
- Other duties as assigned.

#### Qualifications

- Professional Educator License Required
- Successful Experience as School-based Administrator