

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/21	<u>DIRECTOR, STRATEGIC INITIATIVES</u>	3.1.6
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Primary Function: The Director of Strategic Initiatives is an innovative leader who works to identify and implement key strategic initiatives that ensure all SKPS students have access to excellent school programs. The director serves a key role in crafting and developing strategies that support the district strategic plan including efforts to become a more anti-racist/anti-oppressive school system. This position serves as a key strategic planner, advisor, decision-maker and problem solver for the Superintendent.

The Director provides recommendations to the Superintendent in order to ensure equitable outcomes for students. The Director represents the district and Superintendent at public events and in various capacities with government and community organizations; facilitates communication with applicable stakeholders; and ensures that the Superintendent's office is responsive to the needs of the Board, staff and community, with respect to career and technical education and district strategic initiatives. The Director identifies and leverages key community partnerships to expand access to innovative programs and activities for all students. The Director has a proven track record in scaling-up successful programs for maximum impact organization-wide.

Essential Responsibilities:

- E-01 Supervises various district strategic programs as directed by the Superintendent.
- E-02 Assesses best practices for innovative ideas or school models that have a positive impact on student achievement.
- E-03 Articulates a comprehensive strategy for monitoring and assessing the impact of strategic initiatives.
- E-04 Provides oversight and direction to district relations, parental and community involvement and strategic program initiatives.
- E-05 Provides consistent and transparent engagement with key internal and external stakeholders to develop, manage, and implement strategic initiatives.
- E-06 Manages relationships with district sponsored Charter Schools and leverages learning and innovation at the Charters to impact the overall school district.
- E-07 Serves as a key member of the Superintendent's executive cabinet, coordinating agendas, facilitating meetings and ensuring that follow-up actions are completed.
- E-08 Provides leadership to the Superintendent's direct reports to ensure that the district's strategic goals and objectives are met and that projects are carried out in a timely manner.
- E-09 Prepares and contributes to the preparation of district reports, briefings, presentations and responses to issues as appropriate.
- E-010 Analyzes, interprets and provides recommendations to the Superintendent concerning district issues and other matters.
- E-011 Participates with the Superintendent, members of the Cabinet, and leadership team in strategic planning, policy and program development and problem resolution of complex issues and needs of the District.
- E-012 Analyzes and manages sensitive issues that arise in the Superintendent's office or in the District where proper handling is critical for a successful outcome or resolution.

- E-013 Provides communication and support to the Superintendent to ensure that the District's strategic plan, objectives and related performance are effectively communicated to internal and external audiences.
- E-014 Manages special assignments on a short-term basis and provides effective intervention in complex situations. Initiates and leads interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively address them.
- E-015 Prepares and manages budgets and district resources related to strategic initiatives in coordination with district leadership.

Additional Responsibilities

- A-01 Performs other duties as assigned.

Key Relationships:

- Superintendent: Reports to this position.
- Executive team members: Participates on this team.
- Cabinet members: Participates in district-wide planning and management and serves as liaison between Cabinet, Superintendent and School Board.
- School Board: Conducts research and provides information and assistance as assigned.

Preferred Qualifications:

- Master's degree in education, business or related field and/or equivalent experience in management leadership role.
- Minimum of three (3) years K12 leadership experience in upper management
- Experience leading a school or equivalent school district experience
- Educational Administration license
- Ability to:
 - Manage and complete projects with attention to detail, demonstrating strong interpersonal skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines
 - Actively listen to others, build consensus and resolve conflicts
 - Skillfully navigate existing political structures/systems
 - Motivate, inspire and move others into action to achieve assigned goals
 - Build and maintain strong relationships
 - Work successfully alone or on a team
 - Coach, coordinate and lead teams
 - Tailor a message for the audience, context, and mode of communication
 - Establish clear expectations, deliverables and deadlines
 - Set clear agendas and facilitate effective meetings

Work Environment:

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community, including frequent visits to schools and evening meetings.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Term of Employment:

12 months

Salary Level:

Placement on the current Salem-Keizer Public Schools supervisor salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.