



JOB DESCRIPTION

JOB TITLE: **Director of Organizational Improvement & Professional Learning**

Position Type: Exempt	Department: Data Analysis & Organizational Improvement
Salary Schedule: Exempt	Reports to: Human Resources
Salary Range: 9	Location: District Office
Term of Employment: 12 months	Date: July 1, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To provide leadership, accountability, development, support and monitor implementation of the organization's continuous improvement initiatives.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Drives alignment and integration while eliminating redundancies within key work processes.
- Oversees the development and implementation of campus and department improvement plan processes.
- Oversees National Board Certification program.
- Oversees development and deployment of continuous improvement principles. Oversees development and deployment of Continuous Improvement Support work teams to increase organizational knowledge of DVUSD's culture leading to attainment of key strategic objectives.
- Oversees appropriate summary reports and disseminates information to appropriate decision-makers and other publics.
- Oversees the organization and facilitation of Prek-12 Development Sessions.
- Supervises building principals.
- Supports principals in using data to establish goals for student achievement and general functioning of the school.
- Reviews schools' professional development plans and provides guidance to principals to ensure alignment with DVUSD's strategic plan, district key focus areas, and district key measures.
- Oversees and supervises Manager of Federal Programs & Continuous Improvement.

- Provides oversight to Federal Programs and support for federally funded staff (i.e. Social Worker, Homeless Liaison, Federal Programs Clerk/Academic Liaisons and PBIS Specialist).
- Oversees the deployment of PBIS district wide.
- Provides leadership to building administrators and district leaders in the deployment of the organization's strategic initiatives.
- Provides leadership throughout the district to ensure strategic initiatives are deployed with results indicating improvement.
- Plans and implements ongoing professional development and support for all administrators and district leadership.
- Provides leadership and training for Systems Deployment and Continuous Improvement initiatives.
- Provides leadership in the development and revisions to the Organization Profile.
- Provides leadership and quarterly feedback in the CIP/DIP process.
- Identifies, documents and ~~monitors performance~~ monitors performance measures.
- Provides leadership for the AdvancED district wide accreditation process.
- Provides leadership and training for the McREL Leadership program.
- Provides technical assistance to district departments, school administrators, and teachers in implementing the systems approach and improvement initiatives.
- Writes and edits articles, reports, letters and other communications regarding improvement items.
- Holds staff meetings to interpret Board policy and administrative rule changes, to discuss developments and to evaluate trends in education pertaining to areas of assigned responsibility.
- Prepares and administers budgets connected with assigned areas of responsibility.
- Works cooperatively with leaders of other administrative divisions to integrate and coordinate individual efforts into a unified District program.
- Attends all Board meetings, prepares reports requested by the Superintendent and/or Board, keeping them aware of important issues and information.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Supervises and evaluates classified staff.
- Makes clear, well-defined decisions, and communicates those decisions to the appropriate people.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Develops positive working relationships with school staff, district office staff and the Governing Board.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree or higher is required.
- Minimum of five years successful teaching and three years of successful campus administration.
- Principal experience preferred.
- Must have knowledge of current research in educational curriculum, instruction, assessment, and evaluation.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.