



EXECUTIVE DIRECTOR, PLANNING, INNOVATION AND ACCOUNTABILITY

GENERAL RESPONSIBILITIES

Under the direction of the Chief of Staff, the position is responsible for providing leadership in the design, implementation and overall coordination of all aspects of the school division's strategic plan; administration of the local and state testing programs; supervision of program evaluation for new and existing educational programs; data analysis related to various division wide measures, research conducted in the school division for educational planning, and ensuring that all programs are in alignment with the school division's strategic plan. Responsibilities also include supporting innovation efforts across the school division to help drive continuous improvement based on identified needs.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Work closely with the Chief of Staff in the development, implementation, and management of the division's strategic plan.
- Collaborate with the school division's leadership team to foster a division wide culture that supports strategies and initiatives designed to positively impact organizational change and improvement.
- Anticipate emerging organizational needs and advise division leadership of steps needed to address the identified needs.
- Ensure information and knowledge assets are identified and shared across the division to build capacity, use resources effectively, increase information flow, and support schools and departments as they advance the mission of Virginia Beach City Public Schools (VBCPS).
- Question and examine existing assumptions and practices in VBCPS to identify areas for improvement and support innovation across the school division.
- In collaboration with the Director of Student Assessment, lead in the administration of state and local testing in the school division.
- In collaboration with the Director of Research and Evaluation, supervise and facilitate program evaluation for both new and existing educational programs; evaluate, authorize, and supervise all external requests to conduct research, and facilitate the collection and reporting of division wide data.
- Provide relevant data to division wide and school-based staff to assist in data-informed decision making.
- Prepare reports and presentations for various stakeholder groups.
- Prepare and/or review correspondence, reports, charts, spreadsheets, and other related materials for the Chief of Staff.
- Supervise and evaluate assigned staff; manage the budget assigned to areas of supervision.
- Keep up to date with developments in organizational change, knowledge management, and innovation by reading relevant journals, attending seminars/conferences, and attending courses as needed.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and procedures of the school division; thorough knowledge of strategic planning processes and experience with the strategic planning process in a large, complex organization; ability to work collaboratively to identify innovative solutions and strategies in support of the organization's mission; strong collaboration and facilitation skills; ability to establish and maintain effective working relationships with school administrators, support staff, and community partners; ability to employ sound analytical and organizational skills; and the ability to communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE

Required:

Master's Degree.

Minimum of five (5) years of experience in strategic planning, project management, and organizational change.

Preferred:

Doctorate Degree.

Extensive administrative experience preferably in a school system or other educational setting.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. standing, stooping, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Driver's License.

Regular and reliable attendance is an essential function of this position.