

## **CHIEF STRATEGY AND INNOVATION OFFICER**

### **GENERAL RESPONSIBILITIES**

The position is responsible for planning, directing, managing and evaluating the Department of Planning, Innovation and Accountability, and the Office of Professional Growth and Innovation programs, services, and personnel. This includes providing leadership in the design, implementation and overall coordination of all aspects of the school division's Strategic Plan; assessment of division-wide professional development models to meet the needs of all VBCPS employees including teacher training, succession planning/leadership development, career development, and support employee training; administration of the local and state testing program; 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.

### **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.)

- Manage the development, implementation, timeline, and reporting elements of the division's strategic plan.
- Collaborate with school division leadership to design, coordinate, and manage professional development programs for all employees in support of the division's strategic plan.
- Collaborate with the school division's leadership team to foster a division-wide culture that encourages support of strategies and initiatives designed to impact organizational change and improvement.
- Anticipate emerging organizational needs and advise division leadership of steps needed to address the identified needs.
- Review and revise evaluation instruments to ensure alignment with the school division's strategic plan.
- Ensure the development of opportunities for educators to collaborate and communicate about their educational practice in support of student learning through the use of technology and research-based collaborative models.
- Monitor the development and implementation of succession planning initiatives to cultivate emerging leaders.
- Ensure the performance of needs assessments for training and professional development programs designed to enhance the effectiveness of employee performance in achieving the goals and objectives of the individual and school division.
- Collaborate with school division leadership to build capacity for organizational change.
- Collaborate with senior leadership to evaluate the effectiveness of training and professional development programs.
- Lead in the administration of state and local testing in the school division.
- Supervise and facilitate program evaluation for both new and existing educational programs.
- Evaluate, authorize and supervise all external requests to conduct research.
- Facilitate the collection and reporting of division wide data such as student achievement data, survey results, and graduation/ dropout rates.
- 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.
- Supervise and manage the budget assigned to areas of supervision.

- Account for the selection, supervision, development, and evaluation of assigned staff.
- Remain current with trends in training and organizational planning and development, change leadership, and program evaluation and research.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of current practices and trends in organizational development; experience with the development of effective professional learning communities as well as innovative models for professional development; thorough knowledge of skills that students need to be prepared for college, careers, and citizenship; experience with strategic planning at both the school and division levels; thorough knowledge of research, data analysis, and report presentation techniques; thorough knowledge of statewide testing practices and procedures; thorough/advanced knowledge of research and statistics, statistical programs and assessments at all levels; thorough knowledge of current federal and state laws and regulations applicable to public school employment; ability to provide leadership and direction for the planning and design of organizational and staff development programs; ability to establish and maintain effective relationships with school officials, employees, and the general public; ability to plan, supervise, and review the work of subordinates; evidence of change leadership and working with organizations to effect change; ability to effectively collect, analyze, evaluate, prepare statistical data, and present information gathered from training and development programs; ability to prepare and present reports effectively; ability to work with minimal supervision; ability to supervise others; excellent facilitation, public speaking, interpersonal, written, and oral communication skills.

**EDUCATION AND EXPERIENCE**

Master’s Degree in School Administration/Educational Leadership or related field; a minimum of five years management and supervisory experience with major emphasis on personnel training, development, motivation, and change leadership required; experience as a building administrator is preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

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

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

FLSA Status: Exempt	Description: 9/12, 7/15
---------------------	-------------------------