

DIRECTOR OF INNOVATION AND STRATEGIC PLANNING

GENERAL RESPONSIBILITIES

Under the direction of the Chief Innovation and Strategy Officer, the position is responsible for evaluating innovative strategies and solutions that help drive continuous improvement across the school division based on identified and projected needs. The position is also responsible for providing leadership and support to the design, implementation and overall coordination of all aspects of the school division's strategic plan, including 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.)

- Identify and evaluate innovative strategies and solutions, experimental designs and practices, global breakthroughs, and successful implementations from a variety of settings (e.g., education, business and industry and not-for profit) to help drive continuous improvement across the school division.
- Ensure that 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 further the mission of VBCPS.
- Question and examine existing assumptions and practices in VBCPS for the purpose of identifying areas for improvement and evaluating the feasibility of implementation of innovations within the division.
- 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.
- Work closely with the Chief Strategy and Innovation Officer for the Department of Planning, Innovation, and Accountability in the development, implementation, and management of the division's strategic plan.
- Prepare reports and presentations for various stakeholder groups.
- Prepare and/or review correspondence, reports, charts, spreadsheets and other related materials for the assistant superintendent.
- Attend meetings and conferences on behalf of the Chief Strategy and Innovation Officer relaying pertinent information.
- 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

Master's 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

None

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