

SCHOOL DISTRICT OF FLAGLER COUNTY

EXECUTIVE DIRECTOR OF INSTRUCTIONAL & OPERATIONAL INNOVATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university with major course work in information systems, educational curriculum or business administration, or 10 years of experience in a related field.
- (2) Five years' experience leading and directing a multi-department division in education, or educational technology, educational professional development, or related industry.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to apply technical skills, tools and processes to create value. Ability to learn new methods and technologies easily. Ability to anticipate consequences and trends. Future oriented perspective. Ability to articulate creative visions of possibilities and outcomes. Ability to think and act strategically and proactively. Ability to analyze problems, identify appropriate solutions, project consequences of proposed actions and implement recommendations. Ability to communicate effectively, both orally and in writing. Ability to present information effectively to a variety of audiences. Ability to respond to questions from groups, employees, and the general public. Ability to use effective public relations skills. Ability to work collaboratively with others. Ability to establish and maintain effective working relationship with students, staff and the school community. Ability to lead groups to consensus. Ability to collect, analyze and interpret data. Ability to define problems, collect data, and draw valid conclusions. Ability to make decisions based on relevant information. Ability to plan, establish priorities and use time effectively. Knowledge of the Student Progression Plan. Knowledge of district curriculum and instructional programs. Knowledge of current trends, research and best practices in curriculum and instruction. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes. Ability to understand Florida statutes related to curriculum, instruction and assessment.

REPORTS TO:

Superintendent

JOB GOAL

To develop and lead innovative solutions to optimize operations, communications, and academic results.

SUPERVISES:

Assigned Personnel

EXECUTIVE DIRECTOR OF INNOVATION (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist in the development of strategies for evaluating learning outcomes across online, blended and technology-enhanced classes.
- * (2) Lead multiple stakeholders in the strategic, tactical, and operational goals and challenges involved in the development of innovative solutions and systems.
- * (3) Conduct research and analysis on new and emerging technologies, instructional design theories, and approaches.
- * (4) Lead ongoing institutional conversations throughout the Flagler County School District regarding learning design, research driven design, and other related topics necessary to carry out the vision and mission of the Flagler County School District departments, schools, and other subdivisions.
- * (5) Work with all members of the Flagler County district staff and schools to develop solutions and ideas related to digital education programs and topics.
- * (6) Design new tools, templates, and resources that support faculty and staff innovation.
- * (7) Demonstrate an enthusiasm for technology-enhanced learning in the context of the Flagler County School District.
- * (8) Foster demonstrable interactions that work across learning management systems.
- * (9) Develop initial ideas and acquire key information about potential projects that will facilitate the transformation of classrooms through the use of technology
- * (10) Lead cross-functional projects and teams, ensuring successful project evaluations and implementations.
- * (11) Develop and document tasks, timelines and milestones.
- * (12) Conduct strategic analysis and develop clear quantifiable goals and objectives for program development.
- * (13) Help develop the infrastructure needed to monitor goals, objectives and business plans.
- * (14) Establish Flagler's technical vision and lead all aspects of the district's technological development.
- * (15) Conduct research and case studies on leading edge technologies and make determinations on the probability of implementation.
- * (16) Provide leadership in technology planning and implementation for all educational and operational programs.
- * (17) Administrate and co-ordinate the technology program and supervise the technology staff.
- * (18) Provide an organized, consistent, useful body of research information for school professionals to use to improve instructional technology practices and enhance student success.
- * (19) Facilitate a district wide committee including community members to provide ongoing dialogue and direction in the area of technology and innovation.
- * (20) Collaborate with staff to further the integration of technology into the curriculum and establish best practices to guide everyday teaching and lesson planning.
- * (21) Develop a plan to publicize the levels of usage and examples of student success to our district and the community.

Inter/Intra-Agency Communication and Delivery

- * (22) Develop client presentations and other key deliverables.

EXECUTIVE DIRECTOR OF INNOVATION (Continued)

- *(23) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Keep supervisor informed of potential problems or unusual events.
- *(26) Serve on district, state or community councils or committees as assigned or appropriate.
- *(27) Provide oversight and direction for cooperative planning with other agencies.
- *(28) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement.

- *(29) Maintain a network of peer contacts through professional organizations.
- *(30) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(31) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(32) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(33) Participate in state training programs and courses to increase the level of department services.

Systemic Functions

- *(34) Complete a thorough cost benefit analysis, with predictable outcomes, with each innovative program design.
- *(35) Represent the district in a positive and professional manner.
- *(36) Prepare the annual department budget and monitor its implementation as required.
- *(37) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(38) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(39) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(40) Conduct periodic studies for the purpose of improving the delivery of department services.
- *(41) Assist in the development of policies and procedures for department services.

Leadership and Strategic Orientation

- *(42) Provide leadership and direction for assigned areas of responsibility.
- *(43) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(44) Assist in implementing the district's goals and strategic commitment.
- *(45) Exercise proactive leadership in promoting the vision and mission of the district.
- *(46) Set high standards and expectations and promote professional growth for self and others.
- *(47) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- *(48) Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
- *(49) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(50) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

EXECUTIVE DIRECTOR OF INNOVATION (Continued)

- * (51) Serve as a member of the Superintendent's executive team.
- * (52) Perform other tasks consistent with the goals and objectives of this position.
- * (53) Supervise the Instructional and Operational Innovation pillar of district Strategic Framework.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 11

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY CODE: AYZ-O