

EXECUTIVE DIRECTOR, INNOVATION AND ENGAGEMENT

PRIMARY FUNCTION:

Under the direction of the Superintendent, provide operational assistance to the Superintendent by leading strategic initiatives and managing special projects at the executive level; serve as a member of Cabinet; lead a districtwide communications and marketing strategy, and coordinate District outreach on social media platforms; provide support in the area of interdepartmental articulation; direct and/or train, supervise and evaluate staff members, as assigned.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

1. Provide operational assistance to the Superintendent by leading strategic initiatives and managing various special projects at the executive level; serve as a member of Superintendent's Cabinet; represent and act on behalf of the Superintendent, as directed.
2. Direct and support the execution of the Superintendent's policies and goals.
3. Participate with the Superintendent and Cabinet in strategic planning, policy development and problem resolution of complex issues and needs; attend Board meetings, prepare materials and make presentations as required; follow up on Governing Board issues as appropriate.
4. Develop and participate in the implementation of a comprehensive workforce and organizational development program that results in an effective and engaged workforce, cultural development and organizational change initiatives to meet District goals and objectives; design and implement a districtwide collaborative service delivery model; encourage effective new practices that contribute to enhancing District goals and initiatives.
5. Serve as a strategic liaison between the Superintendent, department heads, school administrators, employee organizations, other school districts, public agencies and the public as directed.

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6. Lead districtwide communications strategies and coordinate District outreach on social media platforms; communicate with staff, the community, and the media on behalf of the Superintendent and Governing Board regarding District initiatives, activities, and events.
7. Provide functional supervision of and participate in various District projects and initiatives, i.e., workforce and organizational development programs, district marketing, etc.
8. Provide administrative oversight for and participate in the preparation and completion of reports and interpretation of related data for District administrators, staff, and the public for effective decision-making by the Superintendent.
9. Visit schools with the Superintendent, Assistant Superintendents, and other District staff to assess level of District support services and provide appropriate feedback to District departments to enhance and adjust District support services.
10. Plan and implement a specific, targeted course of action to ensure success in all areas of responsibility; take responsibility and accept personal accountability for assigned functions. Represent the Superintendent on community committees and task forces, and in problem-solving conferences with parents, District staff and Governing Board members; collaborate with key stakeholders on issues that have a direct, strategic impact on District initiatives.
11. Make presentations to management, staff, various committees, and community members as required; research and respond to inquiries from a broad audience.
12. Perform related duties as assigned.

QUALIFICATION STANDARDS:

Ability - Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively, and performance.

EXPERIENCE:

Five years experience at the executive level, with two years of implementation and/or development of strategic plans and delivery of large-scale projects for a public agency or large global organization.

EDUCATION/CREDENTIALS:

Bachelor's degree in a relevant field; Master's degree is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Strategic planning and organizational restructuring practices and policies. Theories, research techniques, and methodologies related to managing operations of a large,

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complex, urban organization in a culturally diverse community. California Education code, and applicable laws, regulations, policies, and procedures that affect educational policies. Policies, goals, and objectives of assigned programs and activities. Collaborative problem-solving methods. Principles and practices of administration and supervision. Budget preparation and control. Effective oral and written communication skills. School and District organization, operations, policies, and objectives. Interpersonal skills using tact, patience, and courtesy. Operation of a computer and assigned software. Effective administrative and managerial practices. District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts. Research methods and report-writing techniques. Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Plan, develop and organize proposals, processes, projects and events. Represent the District before the public in a proactive and media-sensitive manner. Communicate clearly and persuasively both orally and in writing to a variety of readers. Demonstrate initiative, resourcefulness, and energy in accomplishing objectives. Solve complex, organizationwide problems and demonstrate leadership in the development and implementation of change. Prepare comprehensive narrative and statistical reports. Manage the maintenance of a variety of reports, records, and files related to assigned activities. Prepare and deliver formal public presentations. Establish and maintain cooperative and effective working relationships with elected officials, District administrators, union representatives, employees, parents, community members, and individuals of other public and private organizations and with all racial, ethnic, and socioeconomic groups. Exercise professional and appropriate judgment. Analyze situations accurately and adopt an effective course of action. Work independently with little direction. Plan and organize work and effectively manage simultaneous projects to meet schedules and timelines. Apply principles and practices of administration and supervision. Operate a computer and assigned office equipment.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment.

Physical Abilities:

Hearing and speaking to exchange information and make presentations.
Lifting books, materials, equipment to execute lessons and presentations.
Seeing to read, prepare, and review a variety of activities and to monitor student activities. Sitting or standing for extended periods of time.
Walking extended lengths to move around campus and community.

Hazards:

Potential exposure to communicable diseases and contact with blood and other bodily fluids.