

# KENT ISD

## JOB DESCRIPTION

**DATE: October 2023**

**POSITION: DIRECTOR of ORGANIZATIONAL and STRATEGIC INITIATIVES**

**SALARY RANGE: 260 Day – Grade 9 Non-Union Professional**

**EXPECTED START DATE: November 1, 2023**

**REPORTS TO: Superintendent / Leadership Team**

**SUMMARY:** This position plays an organizational leadership support role in various aspects of the District's operations, collaborating with multiple Departments while also overseeing REMC. Among the organizational initiatives, the role collaborates with leaders of each Strategic Plan Goal area in support and coordination of the ongoing development, progress monitoring and reporting of the Kent ISD Strategic Plan, updating progress within technology tools and platform(s). This individual will coordinate with each department in the organization to ensure staff members at all levels of the organization participate in the strategic planning process, and will bring their input to leadership to ensure all voices are heard and considered. In addition, this position will work with the superintendent's office on other major organizational initiatives to ensure alignment with strategic goals and coordination among strategic partners.

### MINIMUM QUALIFICATIONS

1. Successful classroom teaching experience in a PreK-12 school setting
2. Master's Degree in School Administration (preferred but not required)
3. Michigan school administrator certification or a commitment to complete an approved program within 3 years (required of future external candidates)
4. Demonstrated leadership experience in public education
5. Experience in effectively planning and facilitating organization initiatives at the direction of leadership
6. Knowledge of innovative programs organizational best practices
7. Demonstrated experience in continuous improvement, mentoring programs, and data-driven decision-making
8. Ability to effectively plan and manage events and initiatives
9. Experience establishing and maintaining professional working relationships with members of the leadership team and staff with each department
10. Ability to effectively and efficiently utilize, manage and implement a variety of technology
11. Excellent written and verbal communication skills
12. Demonstrated problem solving and analytical skills, with exceptional attention to detail
13. Ability to exercise considerable tact and courtesy in frequent contact with the public and establish and maintain effective and collaborative working relationships as necessitated by work responsibilities
14. Ability to develop, recommend and implement plans that support long term goals and objectives
15. Demonstrated ability to make effective oral presentations before large or small audiences
16. Excellent organizational, planning and time management skills
17. Evidence of experience in effectively managing a process of sustained change
18. Team player, dedicated to the goals and initiatives of Kent ISD

**PRIMARY RESPONSIBILITIES:** (the responsibilities listed may be subject to change over time consistent with the needs of Kent ISD)

1. Work collaboratively with the Superintendent and Leadership Team on related organizational initiatives in a manner that creates efficiencies and leadership resources
2. Collaborate with leaders of each Strategic Plan Goal area in support and coordination of the ongoing development, progress monitoring and reporting of the Kent ISD Strategic Plan, updating progress within technology tools and platform(s).
3. Effectively communicate, present and promote the progress toward goals and initiatives to the Board of Education and other stakeholders, internal and external, at the direction of the Superintendent and Leadership Team
4. Conduct the work in a manner that ensures collaboration and coordination within and across Kent ISD
5. Attend and contribute to a variety of District meetings on matters related to Goal areas
6. Oversee the Kent ISD REMC and provide Regional leadership
7. Collaborate with Administrative Services on matters pertaining to the design, development, use and scheduling of Kent ISD facilities and conference spaces
8. Continued leadership in AV planning while developing capacity for future transfer of knowledge and oversight
9. Develop and maintain standardized Kent ISD ESC organizational chart(s) by department, providing a format accessible to internal programs, while also maintaining up to date primary points of contact
10. Collaborate with Human Resources on matters pertaining to gauging employee satisfaction, conducting new staff orientation and the development of modern resource repositories for staff
11. Collaborate with Human Resources and Instructional Technology to provide leadership on the continued development, expansion and implementation of electronic forms and paperless workflows
12. Collaborate with HR and Communications on periodic announcements of staff new staff, as well as recognition of retirements and years of service milestones
13. Partner with Instructional Technology and Leadership on the forecasting and facilitation of the study of evolving issues technological and societal issues that impact schools, such as artificial intelligence
14. Serve as a behind the scenes resource and thought partner available to local districts who may be engaged in strategic planning or continuous improvement
15. Conduct all functions professionally while maintaining all required documentation as required under applicable rules, policy and/or laws
16. Other duties and responsibilities as assigned by the Superintendent, in consultation with the Leadership Team