



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Director, Leadership Development
FLSA Status: Exempt
Salary Grade, if non-union: SG21
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible administrative work in directing the professional learning content and processes for school and district administrative (leadership) staff to ensure alignment and congruence with the following:

- * Florida Professional Development System Evaluation Protocol Standards
- * District L.E.A.D. Plan
- * District Strategic Plan Priorities
- * District Performance Evaluation Systems for School and District Leaders
- * Florida State Statutes and Florida State Board of Education Rules Related to Professional Development for School and District Leaders.

Essential Functions of this Job

Facilitates activities for district leadership development programs with special emphasis on the Program for Preparing New Principals and the Aspiring Leaders Program. Coordinates varied professional learning activities for district and school-based leaders for professional growth. Helps principals and assistant principals foster the implementation of prescribed district initiatives and programs designed to improve instructional performance in support of student achievement. Works closely with the Associate Superintendent, Teaching and Learning Services, Regional Assistant Superintendents, Senior Director, Professional Development, and varied departmental Directors, pertaining to leadership development priority needs. Facilitates development and implementation of an evaluation system for school-based administrators, district administrators, and non-union professional/technical staff. Directs the development and implementation of professional learning processes and content to support successful implementation of district personnel evaluation systems. Facilitates revision of components for evaluating school leaders as

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necessary/required.

Attends Department of Education meetings regarding the School Principal Certification Program. Facilitates revisions to the district's Leadership Development Plan (L.E.A.D. Plan) as required by changes to Florida Statutes and Florida State Board of Education rules for district leadership development plans and related programs. Implements all aspects of the district's Leadership for Achievement and Development (L.E.A.D.) Plan. Facilitates screening and selection for school-based administrator pools. Prepares interview guides and screening and selection procedures. Conducts site analysis processes for open positions of School Principal to assist in determining school-specific leadership needs. Works closely with Associate Superintendent, Human Resource Services to implement key elements of the selection system for school-based and other administrators. Directs and supervises subordinate personnel and evaluates their performance as may be appropriate as delegated by the Senior Director, Professional Development.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to apply Florida's Principal Leadership Development Standards as they relate to leadership development plan content and processes. Considerable knowledge of Florida's High Effect Size Strategies for Leadership Staff. Considerable knowledge of the principles and practices of district, school, and faculty level professional learning processes. Considerable knowledge of the Florida Leadership Standards, Florida School Leaders Assessment (FSLA) Proficiency Areas and Indicators. Considerable knowledge of the school system and its subsystems. Extensive knowledge of the principles and techniques used in organizing and administering a large-scale school system professional learning program. Ability to analyze data and arrive at sound conclusions. Ability to express oneself effectively, orally and in writing. Ability to communicate and plan effectively. Ability to work effectively with school-based and district-level leaders to facilitate problem solving processes. Considerable knowledge of the district's L.E.A.D. Plan. Extensive knowledge of contemporary research pertaining to school and district leadership roles. Ability to communicate with multiple and varied district shareholders and plan, implement, and evaluate professional learning experiences for leadership staff effectively. Knowledge of Florida School Leaders web site resources. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Master's degree required. Certification in Educational Leadership or Administration and Supervision required or School Principalship. Demonstrated 5 years' of successful experience as a school-based administrator. Considerable experience in planning, facilitating, learning, implementing, and evaluating professional learning programs in an educational organization.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the District. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

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Local Code: 10187

EEO5: 3

Approval Date: 2014-03-12

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.