

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR OF INNOVATION AND EQUITY

SALARY SCHEDULE: ADMINISTRATIVE – C

COST CENTER: OFFICE OF SUPERINTENDENT (9039)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Valid Florida Certification Educational Leadership, Administration and Supervision or School Principal.
- (3) Minimum of five (5) years successful teaching and administrative experience in education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of quality improvements, especially in the area of innovative approaches to different instructional delivery models. Ability to provide support in areas of equity, cultural responsibility and in resolving educational and diversity challenges with all stakeholders. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to work cooperatively with School Board members, school personnel, community and other departments and agencies. Ability to use computers and software.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent in all areas related to innovative approaches to different instructional delivery models including virtual, blended, and face-to-face learning for students. Provide support to school and district intervention teams on effective interventions for students who struggle academically as well as with behavior. Provide leadership on equity and cultural responsibility among employees and students as well as with recruitment of high-quality diverse employees.

SUPERVISES:

Staff as assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Research models, programs, and initiatives consisting of virtual, blended, and face-to-face learning approaches to meet identified needs of students or staff.
- * (2) Support principals and district staff in the development of student programs that focus on innovative approaches to instructional delivery and school climate.
- * (3) Support District to select and implement appropriate training opportunities for all employees related to innovative instructional strategies and professional expectations.
- * (4) Support the development and implementation of remedial and Tier 3 practices through coordination with school and district-based intervention teams.
- * (5) Provide support and training to reduce high frequency and serious behavior issues among students.
- * (6) Research, collect and present educational resources that support social and emotional needs of all students and staff as related to equity and cultural responsibility.

DIRECTOR OF INNOVATION AND EQUITY (Continued)

- * (7) Work collaboratively with other district staff to imbed cultural responsibility within classroom lessons and activities where appropriate.
- * (8) Facilitate the implementation of cultural responsibility and training throughout the district.
- * (9) Review and report on equity data in the areas of employment and retention.
- * (10) Review and report on equity data in the areas of student opportunity and discipline.
- * (11) Report to the School Board on equity data and programs or initiatives that build cultural responsibility among employees and students.
- * (12) Serve as a Chair of the District Equity Committee.
- * (13) Serve as member of the District Executive Cabinet.
- * (14) Assist the Human Resources department in the recruitment and hiring of high-quality diverse employees.
- * (15) Assist the District and schools in resolving educational and diversity issues affecting educators, students, parents, and the community.
- * (16) Monitor the results of efforts to reduce disproportionality and make recommendations to individual schools and administration regarding all areas of disproportionality.
- * (17) Monitor District compliance with applicable codes, rules, and statutes.
- * (18) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (20) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (21) Ensure adherence to good safety standards.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Model and maintain high ethical standards.
- * (24) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Involve principals in problem identification and problem solving related to commonly identified concerns related to school operations.
- * (28) Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts, a general support for the decision-making process.
- * (29) Develop and foster communication linkages between and among schools and the district-level staff.
- * (30) Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
- * (31) Respond to inquiries and concerns in a timely manner.
- * (32) Keep well informed about current trends in education and service delivery models.
- * (33) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.
- * (34) Keep supervisor informed of potential problems or unusual events.
- * (35) Follow federal and state laws as well as School Board policies, rules, and regulations.
- * (36) Prepare all required reports and maintain all appropriate records.
- * (37) Represent the District in a positive and professional manner.
- * (38) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (39) Set high standards and expectations for self and others.
- * (40) Exhibit interpersonal skills to work as an effective team member.
- * (41) Provide leadership for emerging, innovative and special programs.
- * (42) Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
- * (43) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (44) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (45) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

DIRECTOR OF INNOVATION AND EQUITY (Continued)

- (46) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(47) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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.

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.

Job Description Supplement No. 10

*Essential Performance Responsibilities