

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0320
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, STRATEGIC PLANNING AND POLICY
REPORTS TO: Executive Director, Assessment, Accountability and Research
SUPERVISES: School Improvement Plan Coordinator Support Staff
QUALIFICATIONS: Master's degree in Educational Planning, Measurement, Research, or a related field; and five (5) years of progressively responsible related experience to include three (3) years of experience in administration and educational planning, policy, research, and/or evaluation. PREFERRED: Doctorate degree in Educational Administration, Educational Measurement and Research, or a related field.
MAJOR FUNCTION Administrative position responsible for managing the strategic and long-range planning processes of the district. Provides service for all matters of Board policy and administrative procedures to the School Board and community consistent with applicable laws and regulations.
ESSENTIAL RESPONSIBILITIES <ul style="list-style-type: none">• Coordinates development of the District's Strategic Plan and other district / department planning and related activities as assigned• Monitors the status of district / department plans on a regular, systematic basis• Disseminates information concerning the content of district plans and progress toward their achievement• Provides technical assistance to schools, departments, and programs in analyzing current status, identifying directions and needs, and developing long-range plans• Provides support to district and school administrators for an efficient and flowing implementation of School Improvement Plan requirements• Serves as FLDOE contact for district's planning and policy requirements• Facilitates publication and distribution of the FLDOE mandated reports, plans, and summary student data by the required date• Prepares Student Code of Conduct for annual publication and distribution• Facilitates policy approval process with the School Board, School Board Attorney, Superintendent, and staff• Serves as the School Board's resource for policy• Researches School Board minutes and other sources to provide information for decision-making and/or problem resolution related to planning and policy• Maintains accuracy of School Board Planning & Policy websites• Maintains an up-to-date knowledge of state legislative laws and policies and ensures district's compliance with those policies• Performs other related duties as assigned

DIRECTOR, STRATEGIC PLANNING AND POLICY

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 5/72; REVISED: 8/82; TITLE AND MQ's APPROVED: 8/11/82; REVISED: 10/85; BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 9/88; MW BOARD APPROVED: 3/8/89. REVISED: 2/94 DH; BOARD APPROVED: 4/13/94; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED FORMAT, TITLE, MF, ER , ADA, 6/12 LM; BOARD APPROVED: 7/24/13;; REVISED FORMAT, ER, ADA 8/13 LM, BOARD APPROVED: 10/22/13

DIRECTOR, STRATEGIC PLANNING AND POLICY

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Strategic Planning and Policy – ADM