

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXECUTIVE DIRECTOR, INTEGRATED INSTRUCTIONAL SERVICES

**SALARY SCHEDULE: ADMINISTRATIVE – A**

**COST CENTER: DIVISION OF INTEGRATED INSTRUCTIONAL SERVICES (9016)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution. Doctoral degree preferred.
- (2) Experience in public school or university systems, including teaching and administration positions, illustrating a successful progression of broader responsibilities.
- (3) Minimum of five (5) years successful experience in school-based and/or central office educational administration and leadership.
- (4) Experience in personnel supervision, program operations, budget management and strategic planning.
- (5) Certification in Educational Leadership preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends in educational design, professional development, assessment and evaluation. Knowledge of federal, state and local laws, rules, and regulations governing charter schools and parental school choice options. Ability to organize and conduct meetings to provide conflict resolution, to communicate, plan and disseminate information and interpretations of technical issues related to areas of responsibilities. Demonstrated ability to communicate with diverse groups both orally and in writing and facilitate development of interdepartmental plans, facilitate meetings, and develop strategic plans. Technical proficiency and computer application skills in areas of responsibility. Ability to oversee the planning, implementation and evaluation of system-wide programs and district initiatives. Ability to provide leadership in areas of responsibility.

**REPORTS TO:**

Superintendent

#### JOB GOAL

To provide support and guidance to the Superintendent in areas of curriculum and assessment, professional development, teacher evaluation, school choice, charter schools and grants.

**SUPERVISES:**

Director, Curriculum and Instruction  
 Director, Professional Development  
 Director, Research, Assessment and Evaluation  
 Program Director, Any Given Child  
 Supervisor, School Choice, Virtual and Charter Schools  
 Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide leadership, direction and oversight for the planning, development, implementation and evaluation of the functions and services under the Division of Integrated Instructional Services.
- \* (2) Provide leadership to integrate the efforts of various departments within the instructional services areas, including the Departments of Curriculum and Instruction, Research, Assessment and

**EXECUTIVE DIRECTOR, INTEGRATED INSTRUCTIONAL SERVICES (Continued)**

- Evaluation, Professional Development and Teacher Evaluation, Grants Administration, and School Choice, as they relate to instructional implementation and school improvement.
- \* (3) Oversee the charter school application, approval, negotiation and operation of all district charter schools.
  - \* (4) Prepare recommendations to the Superintendent and the School Board for charter school non-renewal or termination pursuant to FS 1002.33, including all documentation and notification necessary to effect such non-renewal or termination.
  - \* (5) Ensure that the district's online Instructional Improvement System (IIS), consisting of integrated and linked student achievement, teacher/principal evaluation, and professional development components, is implemented to support teachers, administrators and all efforts to improve student achievement.
  - \* (6) Provide leadership and support for the Sarasota Any Given Child Program and other program initiatives funded by community organizations.
  - \* (7) Analyze current best practices for curriculum, assessment, school improvement, professional development and other instructional support services and make recommendations for more effective programs, practices and procedures.
  - \* (8) Oversee the district's grant office and grants administration.
  - \* (9) Direct the supervisor of School Choice in the implementation of parental school choice programs, home school, virtual school, open enrollment and student reassignment, as mandated by Florida Statute and following district policies.
  - \* (10) Establish goals, policies, procedures, regulations and processes with appropriate division directors and supervisors.
  - \* (11) Ensure compliance with School Board, District, state and federal policies and guidelines in assigned areas of responsibility.
  - \* (12) Supervise the budgeting processes and cost savings programs associated with all aspects of the instructional division.
  - \* (13) Serve as a liaison for the District with appropriate community, state and/or national agencies.
  - \* (14) Represent the School District in relationship to community, state and/or national efforts and concerns.
  - \* (15) Work cooperatively with all business areas to ensure that instructional concerns are represented in all decision making.
  - \* (16) Establish and maintain effective communications with the community to include community feedback, as well as appropriate response to public inquiries and suggestions.
  - \* (17) Promote and support professional growth and development for division personnel.
  - \* (18) Keep up-to-date and well informed of trends, best practices, legislative changes and legal issues in assigned areas of responsibility.
  - \* (19) Keep the Superintendent abreast of activities of the division of Integrated Instructional Services..
  - \* (20) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
  - \* (21) Provide technical assistance to school-level personnel in matters pertaining to assigned areas.
  - \* (22) Supervise the administrators, assigned as his / her responsibility in the evaluation of personnel and the management of each cost center.
  - \* (23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
  - \* (24) Recruit and recommend qualified personnel to fill vacancies as needed.
  - \* (25) Serve on the Superintendent's Leadership Team.
  - \* (26) Make and share decisions in a timely manner.
  - \* (27) Establish high expectations for self and others.
  - \* (28) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
  - \* (29) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
  - \* (30) Facilitate problem solving by groups or individuals.
  - \* (31) Exhibit support for the District's vision, mission, goals and priorities.

## **EXECUTIVE DIRECTOR, INTEGRATED INSTRUCTIONAL SERVICES (Continued)**

- (32) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(33) 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. 11**

\*Essential Performance Responsibilities