



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0320  
Pay Grade: C09

FLSA: Exempt  
Administrative

<b>DIRECTOR, STRATEGIC PLANNING AND POLICY</b>
<b>REPORTS TO:</b> Chief Strategy and Impact Officer
<b>SUPERVISES:</b> Sr. Coordinator, Strategic Planning and Policy Data Analyst, Strategic Planning and Policy Support Staff
<b>QUALIFICATIONS:</b> 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.
<b>MAJOR FUNCTION</b>
The Director, Strategic Planning and Policy is a critical member of the Strategy and Impact leadership team and is responsible for leading the work for systemic strategic planning, district accreditation and policy. In alignment with the district mission and vision, the Director, Strategic Planning and Policy leads teams and drives cross-functional work throughout the organization. In collaboration with colleagues, the Director, Strategic Planning and Policy provides direct support and coordination for the effective identification and development of district policies, priorities, strategies and initiatives which support a culture of rigorous learning with increased outcomes for all students.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Coordinates the development, progress monitoring and communication of the District Strategic Plan, School Improvement Plans and other related activities in a systemic manner with a focus on student achievement and organizational efficiency.</li> <li>• Fosters and promotes teamwork in the design, development and execution of strategies by leading highly-motivated teams from multiple offices to advance systemic initiatives within the district.</li> <li>• Develops and monitors the implementation of assigned initiatives with a focus on program outcomes and return on investment.</li> <li>• Utilizes data- and research-based practices to support cross-functional teams in the design, development, implementation, monitoring and documentation of quality improvement plans and procedures.</li> <li>• Designs and conducts training for district- and school-based personnel to support the implementation of assigned initiatives.</li> <li>• Leads the process and provides technical assistance to schools, departments and programs in analyzing current status, identifying needs, developing long-range plans and corresponding progress monitoring.</li> <li>• Develops and supports strategic alliances and works collaboratively with internal and external stakeholders.</li> <li>• Serves as the Florida Department of Education (FDOE) contact for district-planning and policy requirements.</li> <li>• Facilitates processes to ensure assigned -mandated reports, plans and summary student data are completed and submitted by the required date.</li> <li>• Prepares Student Code of Conduct for annual publication and distribution.</li> <li>• Facilitates policy development, amendment and approval process with the School Board, School Board Attorney, Superintendent and staff.</li> </ul>

## DIRECTOR, STRATEGIC PLANNING AND POLICY

### ESSENTIAL RESPONSIBILITIES (Continued)

- Provides service for all matters of Board policy and administrative procedures to the School Board and community consistent with applicable laws and regulations.
- Maintains accuracy of School Board Planning and Policy websites.
- Maintains an up-to-date knowledge of state legislative laws and policies and ensures district compliance with those policies.
- Leads, develops and aligns the process to ensure districtwide re-accreditation.
- Performs and promotes all activities in compliance with equal employment opportunity and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards.
- Performs other related duties as assigned.

### 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; REVISED: REPORTS TO, SUPERVISES, MF, ER 12/01/20 LM; BOARD APPROVED: 12/15/20

**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