

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0663
Pay Grade: C07

FLSA: Exempt

SUPERVISOR, STRATEGIC PLANNING

MAJOR FUNCTION:

The Supervisor is responsible for managing the development, planning, organization, implementation, monitoring and evaluation of the district's benchmarked strategic and long-range planning processes, as well as its annual strategic plan. The Supervisor coordinates and provides guidance, leadership, and direction to assigned personnel.

DUTIES AND RESPONSIBILITIES:

- Directs implementation of all district strategic planning processes, utilizing nationally recognized quality process management tools
- Guides the development and production of the district's annual strategic plan
- Works to align and implement strategic goals throughout the organization
- Identifies opportunities for synergy within all departments and functions of the School District and within and between the district, regional offices and schools
- Develops LMS and Moodle modules and conducts district-wide training activities as needed.
- Supports the District Monitoring and Advisory Committee in its fulfillment of all agreed upon legal requirements
- Coordinates the strategic processes that align district goals and planning efforts to all federal, state and local mandates
- Systematically surveys and interviews customers to acquire feedback on and reaction to planned district initiatives to fulfill its vision, mission, strategic directions, goals as well as the necessary quality improvement processes required to do so
- Establishes and monitors listening and learning strategies to insure that emerging customer opinions, instructional trends and technological advancements are considered in development and deployment plans to meet the needs of Pinellas County
- Maintains a systematic approach for selecting, collecting, reviewing, and reporting the information and data necessary to improve and standardize the required processes
- Serves as an advisor to the Superintendent's District Leadership Team and Cabinet
- Participates in all high level decision-making activities within all departments of the district when aspects of district strategic planning are being considered
- Exercises discretion and independent judgment
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university in Business Administration, Education, or a related field, plus five (5) years professional experience in a managerial capacity requiring personnel management and substantial interaction with community representatives. Demonstrated communication, planning and organizational skills. Ability to demonstrate a working knowledge and commitment to the implementation of quality management processes in all measurable areas of district performance or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Administrative experience in either school-based or district-level roles; established community contacts throughout the school district; established national contacts regarding strategic planning, quality process improvement and unitary status initiatives.

ISSUED: 2/05/10 LMCK; BOARD APPROVED: 02/23/10

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

SUPERVISOR, STRATEGIC PLANNING

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Supervisor, Strategic Planning – ADM