



## **Job Description**

**Job Title:** Executive Director, Innovation and Development

**Position Code:** 1E26, AE26

**Job Classification:** Exempt

**Supervisor:** Superintendent

**Pay Grade:** 51

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible a variety of supervisory and administrative tasks required to provide leadership and coordination of the efforts of cross-functional teams assembled to envision, recommend, develop, implement and evaluate results of cutting-edge programs designed to improve staff performance and student achievement. Position is also responsible for planning and implementing staff development associated with the new programs.

### **Essential Duties**

1. Works towards developing an improved understanding of children's educational needs on the part of teachers, administrators, and parents.
2. Initiates and maintains effective liaison with other school districts and educational agencies in order to keep abreast of new educational developments and ideas.
3. Stays abreast of current educational developments and literature, participates in the affairs of state and national professional societies.
4. Assists in developing strategic plans for improving student achievement.
5. Proposes budgetary needs for implementation of new programs; responsible for monitoring budget of approved programs.
6. Maintains various records and statistics regarding student enrollment, student test scores, staff organization, etc.; monitors various trends, analyzes community attitudes about and involvement in schools; creates annual reports to fulfill local requirements.
7. Maintains open communication with school based personnel, parents, students, central office personnel, required to exchange ideas, share information and develop plans.
8. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in secondary education.
2. Performs any other related duties as assigned by the Assistant Superintendent, Academic Affairs or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Masters degree and be eligible for a Virginia License in administration and supervision. Master's degree in Education and/or Education Administration with a Doctoral degree preferred, and 3 years of experience as a school principal or other educational administrative capacity; or any equivalent combination of training and experience which provides the required knowledge, skill and abilities.

Must possess the ability to plan, organize, and direct a comprehensive education program. Must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess the ability to establish

and maintain effective working relationships with parents/guardians, the community, and administrative staff. Thorough knowledge of cognitive, affective, social and physical development of school children. Considerable knowledge of the organization and communication channels of the school system. Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations. Considerable knowledge of the principles of supervision, organization and administration. Skill in assisting, developing and supporting staff. Ability to review and evaluate the overall effectiveness of large programs. Ability to set goals and long range plans for large programs. Ability to develop and administer system-wide budgets, policies and programs. Ability to develop policies, procedures and standards for services offered. Ability to accurately interpret state and federal regulations and school policies. Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs. Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information. Ability to effectively express ideas orally and in writing. Ability to make oral presentations before large groups of people. Ability to exercise considerable tact and courtesy in frequent contact with the public. Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned central office staff

**Supervision Received:** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:** \_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date