

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Leadership Pathways

QUALIFICATIONS

- Master's Degree or higher in Education, Educational Leadership, Administration and Supervision, or related field.
- Minimum of five (5) years of successful teaching and/or administrative/leadership experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable Florida laws, State Board Rules, and Seminole County Public School Board Policies.
- Knowledge of Seminole County Public Schools' Instructional Model.
- Knowledge of instructional strategies and techniques.
- Knowledge of the principles of adult and student learning.
- Strong written and oral communication skills.
- Ability to communicate with individuals, small groups, and large groups.
- Ability to relate effectively with school and District personnel.
- Ability to deliver professional presentations to a variety of audiences.
- Ability to implement the development, design, and editing of publications promoting and marketing Leadership Pathways.
- Ability to plan, organize, and manage multiple tasks and competing priorities.

SUPERVISION

REPORTS TO Director of Leadership Pathways
SUPERVISES Assigned Personnel

POSITION GOAL

To support the implementation of a comprehensive approach to building internal leadership capacity and the creation of career pathways for teachers and administrators; to assume leadership roles and positions throughout the organization; to enhance organizational efficiencies; and to support effective implementation of the SCPS Instructional Model.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate and support the development of career-long leadership learning opportunities that promote the accomplishment of the Mission and Goals of the School Board of Seminole County, Florida.
2. *Deliver on-going professional development and training relative to the SCPS Instructional Model to both new and veteran teachers, administrators, and District staff.
3. *Coordinate and support a systems approach to building instructional leadership capacity and professional enhancement opportunities through effective coaching and modeling.
4. *Coordinate and lead Leadership Pathway initiatives that support career enhancement and advancement.
5. *Provide on-going support, direction, and instruction to leaders at all levels of the organization.
6. *Support the recruitment and development of high potential leaders throughout the organization.
7. *Promote the retention of high performing leaders throughout the organization.
8. *Coordinate and support a systematic approach to on-boarding and transitioning to new leadership positions.
9. *Maintain a database of administrator assignments that identifies duration of positional assignments and length of overall service to the District.

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- 10. *Maintain and monitor a database of administrators in the Deferred Retirement Option Program for the purpose of predicting and identifying future leadership needs.
- 11. *Coordinate collaborative partnerships with local colleges and universities, where practicable.
- 12. *Serve as a representative on special committees and advisory groups.
- 13. Perform other duties as assigned by the Director of Leadership Pathways.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE
AO-10-F \$61,532 - \$94,387
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES
PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 06
Function Vary
Job Code 1494
Survey Code 77108

FLSA
 Applicable
 Not applicable
Previous Board Approval

ADA Information Provided by Ron Pinnell
Position Description Prepared by Ron Pinnell

BOARD APPROVED
October 13, 2015