

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Leadership Pathways, Recruitment/Retention and Certification

QUALIFICATIONS

- Master's Degree or higher in Education with certification in Educational Leadership or Administration and Supervision or an equivalent degree. Doctorate preferred.
- Minimum of five (5) years of successful administrative/leadership experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable Florida laws, State Board Rules, and Seminole County School Board Policies.
- Knowledge of leadership theory, management theory and organizational dynamics.
- Knowledge of contemporary practices in business, industry and education related to leadership development and talent management.
- Knowledge of processes and procedures related to personnel evaluation.
- Knowledge of administrative computer applications as related to department functions.
- Ability to review, collate and apply relevant professional literature.
- Ability to cooperatively work with personnel at all levels of the organization.
- Ability to analyze, synthesize, and utilize data in decision-making processes.
- Ability to deliver professional presentations to a variety of audiences.
- Ability to communicate with individuals, small groups, and large groups.
- Ability to counsel individuals relative to leadership opportunities and career options.
- Ability to supervise and support leadership development in others at all levels of the organization.
- Ability to employ the continuous improvement process for problem solving and managing change.
- Ability to plan, organize, and manage multiple tasks and competing priorities.
- Ability to maintain confidentiality.

SUPERVISION

REPORTS TO Executive Director of Human Resources and Professional Standards
SUPERVISES Assigned Personnel

POSITION GOAL

To develop, implement and lead a comprehensive approach to building internal leadership capacity and creating career pathways for teachers and administrators; to assume leadership roles and positions throughout the organization; to enhance organizational efficiencies; and to support effective succession planning. To direct and provide leadership to the District's Instructional Recruitment and Retention Plan and support all existing and any new Recruitment and Retention program strategies. To direct and oversee District Certification programs, ensure on-going mentoring support to identified teachers and administrators, and serve as the District's representative to direct educational equity compliance.

PERFORMANCE RESPONSIBILITIES

1. *Develop and implement career-long learning opportunities that promote the accomplishment of the Mission and Goals of the Seminole County School Board.
2. *Develop and implement a systems approach to building leadership capacity and professional enhancement opportunities for leaders throughout the organization.
3. *Develop a coordinated system of professional development opportunities that utilizes the common elements of effective leadership development found in business, industry, and educational organizations.
4. *Develop and implement leadership pathways that support career enhancement and advancement.
5. *Provide on-going support, direction, and instruction to aspiring leaders at all levels of the organization.

DIRECTOR, Leadership Pathways, Recruitment/Retention and Certification, Page 2

6. *Promote the recruitment and development of high potential leaders throughout the organization.
7. *Promote the retention of high performing leaders throughout the organization.
8. *Develop and implement 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.
10. *Maintain a database of administrators in the Deferred Retirement Option Program for the purpose of predicting future leadership needs.
11. *Communicate data related to succession planning to the Superintendent and Educational Support Team.
12. *Monitor and communicate to the Superintendent the leadership progression and career progression of administrators.
13. *Revise and update the Human Resources Management Development Plan.
14. *Establish collaborative partnerships with local colleges and universities where practicable.
15. *Direct and oversee the District's Instructional Recruitment and Retention Program and apply appropriate modifications to recruitment and retention strategies as needed on an annual basis.
16. *Serve as the District's contact and administrator for student internship placements, classroom visitations, and the screening of interns for immediate or forthcoming employment.
17. *Conduct required evaluations of recruitment and retention strategies and make adjustments as needed and/or develop additional strategies to meet the needs of the District.
18. *Assist cost center supervisors with selecting appropriate personnel to fill instructional vacancies.
19. *Collaborate with The Foundation of Seminole County Public Schools and other community organizations to promote recruitment and retention efforts in the employment of a diverse teaching faculty.
20. *Direct and facilitate a district-wide mentoring support program with a goal to support teachers who have been identified as potential school-based administrators.
21. *Direct and manage the District's Certification programs to increase and retain the teacher pool.
22. Perform other duties assigned by the Executive Director of Human Resources and Professional Standards.

**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 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.
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

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO-02-P \$83,469 - \$128,041

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 02
EEO-5 Line 06
Function Vary
Job Code 1478
Survey Code 77105

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 22, 2021
October 22, 2013

ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin