

REGIONAL EXECUTIVE DIRECTOR

Application Deadline: June 12, 2009

Salary Range: \$70,000 - 95,000 (commensurate to experience)

Contact: Nikolai Vitti (Nikolai.Vitti@fldoe.org)

Phone: 850-245-0422

Fax: 850-245-0803

Job Description: See below for qualifications information.

Open Position: Region 1

All applicants must submit a letter of interest, qualifications document, and a resume indicating qualifications as they SPECIFICALLY RELATE to the listed criteria for this position via email or fax. You must indicate in your letter if you are claiming Veterans' Preference. It is the responsibility of the applicant to submit sufficient information to enable the screening committee to effectively evaluate his/her education, training, and experience.

QUALIFICATIONS

1. Master's degree (from an accredited institution)
2. Certification in educational leadership or administration and supervision
3. Three (3) years of education leadership, management, and supervision leading successful school improvement/reform efforts in a demographically diverse Florida public school
4. Demonstrated success working as a change agent with a record of improving student performance as principal in a low performing School

KNOWLEDGE, SKILLS AND ABILITIES

- Keen and broad knowledge and expertise in identifying what quality teaching and learning "looks like" in classrooms
- Ability to identify strategies to improve classroom instruction
- Ability to supervise and coordinate efforts of employees to reach Florida Department of Education (FDOE) program and agency goals
- Ability to coordinate program activities with other department priorities and delegate work assignments
- Knowledge of Florida Sunshine State Standards
- Ability to use data to analyze and synthesize data to redirect instructional focus to the needs of students
- Assist with developing master schedules to support student achievement
- Ability to monitor budgets and use funds to improve student achievement
- Knowledge of various evidence-based instructional coaching approaches
- Knowledge of how to evaluate and shape district and school cultures
- Knowledge about the use of constructing protocols for district/school, faculty, and leadership team development
- Strong interpersonal skills that lead to an effective working relationship with all stakeholders

- Strong written and verbal communication skills
- Strong presentation skills with the ability to deliver technical assistance in a form understood by customers and stakeholders
- Strong organizational and problem-solving skills
- Ability to work autonomously
- Demonstrated skill in ensuring accountability for all stakeholders in the school reform effort
- Strong analytic and interpretation skills
- Ability to orchestrate change
- Ability to meet tight timeframes and balance multiple, competing priorities while maintaining goal directed behavior/performance
- In-depth knowledge of state and federal laws, rules, policies, and procedures related to school improvement and differentiated accountability
- Strong knowledge of Microsoft Office programs (Word, Excel, PowerPoint)
- Strong work ethic
- Deep belief and passion that all students can succeed academically if provided the right learning environment

An additional requirement of the job is to be able to travel both in and out of state at least 25-50% of the time for state and federal meetings, workshops/conferences, and site related monitoring and instructional reviews.

REPORTS TO:

Chief of Bureau for School Improvement

JOB GOAL:

Provide leadership of the Differentiated Accountability Plan for schools in the region. The position will work directly with school district leadership and staff in their assigned regions; assure and monitor compliance with state and federal requirements; and provide overall assistance, coordination, and direction to senior administration to improve student achievement.

SUPERVISES:

Regional Instructional Specialists

PERFORMANCE RESPONSIBILITIES:

- Manifests a professional code of ethics and values
- Promote, support, and determine DA compliance districts and schools
- Provide a non-threatening, open, professional and collaborative work relationship and leadership oversight between the Department, school district(s), and schools categorized in the DA matrix for the purpose of school improvement and

- implementation of DA for academic accountability
- Assist districts in building capacity to critically assess and selectively incorporate evidence-based strategies to support school improvement by coordinating meetings, regional trainings, and professional development for identified schools within the region
 - Provide overall coordination, progress monitoring, and direction to all the instructional specialists, including the use of and constructing protocols for district/school faculty and leadership team development
 - Provide leadership for the regional team (comprised of internal and external customers and local stakeholders) in their efforts to assist school districts and schools with their systemic reform and accountability efforts
 - Provide technical assistance and coaching to schools, School Advisory Councils, Community Assessment Teams, district offices, and school boards
 - Provide assistance with brokering organizational culture development training; professional learning communities; small learning communities, Florida Continuous Improvement Model (FCIM), lesson study, program monitoring, Response to Intervention, high quality training, and targeted professional development activities/instruction to meet individual needs
 - Work collaboratively with districts in the development, implementation, monitoring, and evaluation of plans required by the State Board of Education (SBE)
 - Conduct instructional reviews, review school assessment trend data, School Improvement Plan (SIP), and District Improvement Plan (DIP) and assist with hosting area meetings, workshops, and trainings administrators, and school boards
 - Continually analyze student performance data
 - Prepare detailed policy and data analysis, reports, and evaluations on the status of DA for the Commissioner and SBE
 - Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by instructional specialists
 - Perform other duties and responsibilities as assigned by supervisor
 - Participate in weekly conference calls and bi-monthly meetings in Tallahassee

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Florida Department of Education's policy on evaluation of personnel.