

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0320  
Pay Grade: C09

FLSA: Exempt  
Administrative

<b>DIRECTOR, <u>STRATEGIC</u> PLANNING AND POLICY</b>
<b>REPORTS TO:</b> Executive Director, Assessment, Accountability and Research
<b>SUPERVISES:</b> Information Technology Coordinator Support staff
<b>QUALIFICATIONS:</b> Master's degree in Educational Planning, Measurement or Research, or a related field, and five (5) years of progressively responsible related experience to include three (3) years of experience in administration and educational planning, policy, research and/or evaluation.
<b>PREFERRED:</b> Doctorate in Educational Administration, Educational Measurement and Research, or a related field.
<b>MAJOR FUNCTION</b>
Administrative position responsible for managing the strategic and long-range planning processes of the district. Provides a requisite services for all matters of Board policy and administrative procedures to the School Board and community, consistent with applicable laws and regulations.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Coordinates development of the District's <del>Comprehensive Strategic Education Plan</del> and of other <del>strategic, long-range plans</del> <u>district/department planning</u> and related activities as assigned</li><li>• Monitors the status of <u>district/department plans</u> on a regular, systematic basis</li><li>• Disseminates information concerning the content of district plans and progress toward their achievement</li><li>• <u>Monitors high school dropout data and produce monthly report by school</u></li><li>• <u>Communicates with DOE regarding graduation and dropout data and prepares summary reports</u></li><li>• <u>Acts as DOE contact for the No Child Left Behind – Schools Public Accountability Report (NCLB-SPAR) and distribute as necessary before the start of school</u></li><li>• <u>Publishes Student Progression Plan and summary data in newspaper by September 1 as required by DOE</u></li><li>• Provides technical assistance to schools, departments and programs in analyzing current status, identifying directions and needs, and developing long-range plans</li><li>• <del>Provides technical support and/or serves on comprehensive planning and quality improvement teams, with responsibility for planning, goal setting and policy-related matters</del></li><li>• <u>Facilitates policy approval process</u> <del>Drafts and/or revises submittal drafts as necessary, to assist in articulating articulation among the intentions of</del> <u>with the School Board, School Board Attorney, Superintendent and staff, including the routing, advertising, presenting and filing of proposals related to adopted policies and procedures</u></li><li>• Serves as the School Board's resource person for policy, <del>to include extensive reading and analysis of Florida Statutes, State Board of Education rules, existing Pinellas County School Board policies and procedures, and policy samples (such as National School Boards Association/Educational Policies Services)</del></li><li>• Researches School Board minutes and other sources, to provide information for decision making and/or problem resolution related to planning and policy</li><li>• <del>Revises and finalizes planning and policy-related documents, manuscripts, reports and plans for</del></li></ul>

~~dissemination to appropriate individuals, groups and/or agencies, according to prescribed schedules and guidelines~~

- ~~• Assists in conducting evaluations of the Superintendent, School Board Attorney, and other individuals, groups or programs as assigned~~
- ~~• Assists in processing research requests from individuals, groups and/or outside agencies~~
- Maintains accuracy of School Board policy website
- Prepares Student Code of Conduct for annual publication and distribution
- Performs other related duties as assigned

#### **TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

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

#### **HISTORY OF JOB CLASSIFICATION**

ISSUED: 5/72; REVISED: 8/82; TITLE AND MQ's APPROVED: 8/11/82; REVISED: 10/85; BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: 9/88; MW BOARD APPROVED: 3/8/89. REVISED: 2/94 DH; BOARD APPROVED: 4/13/94; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED FORMAT, TITLE, MF, ER, ADA 6/12 LMCK; BOARD APPROVED:

**DIRECTOR, STRATEGIC PLANNING & POLICY**

WORKING CONDITIONS & PHYSICAL EFFORT:	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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Director, Strategic Planning & Policy – ADM