

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Director – Organization Development

Reports to: Superintendent of Schools

POSITION SUMMARY

Oversee the District-wide activities related to implementing Continuous Quality Improvement and Staff Development.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 45% Collaborate with District Administrators and community stakeholders to align educational vision, BOE Core Values, & standards implementation, and develop & implement Continuous Quality Improvement (CQI) and Staff Development services that align with BOE Goals and Executive Limitations.
- D 10% Oversee and approve employment of CQI/Organization Development Department employees, as well as overseeing other supervisory functions, such as directing, mentoring, training, grievance handling, performance evaluations, discipline, and terminations. Evaluates certified Teachers on Special Assignment.
- W 10% Manage activities related to the District’s continuous improvement program and central office Project Teams: planning and directing corrective and preventive actions District-wide; building understanding and application related to continuous improvement tools, processes and concepts; provide facilitative and training support.
- W 10% Align department skill sets and leadership development training opportunities of all employee groups.
- W 5% Monitor the District’s work as contained in the District’s Management Plan that details schools’ and departments’ continuous improvement as determined by the balanced scorecard.
- W 5% Plan and facilitate continuous improvement sessions for schools involved in “School Improvement Plan” work.
- Q 10% Develop and monitor the CQI/Organization Development Department budget, including analysis of budget expenditures and recommendations for on-going programming effectiveness in concert with District-wide budgeting allocations.
- A 4% Assists, participates, and/or facilitates District committees, providing overview of CQI & organization development considerations
- 1% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master’s Degree in Education Administration; Type D Certificate/Administrator’s License preferred
Training in Project Management strategies (e.g., Baldrige, Six Sigma, ISO 9000, TQM, MBO)

MINIMUM EXPERIENCE

Three years experience with K-12 School District Central Office Administration
Five years contracted K-12 teaching experience
Five years experience planning and delivery of wide-scale staff training in a K-12 school district environment

SKILL REQUIREMENTS

Computer applications, including multimedia applications
Moderate Accounting/budgeting skills
Problem solving, organizational, & analytical skills
Customer Service skills
Supervisory skills
Adult Learning Theory/Facilitation skills
Advanced verbal and written communication skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Valid Colorado Driver’s License.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting up to forty (40) pounds.
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

SUPERVISORY DUTIES – Up to 12 Professional/Technical/Certified/Classified staff.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.