

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR OF STRATEGIC ENGAGEMENT

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: CHIEF ACADEMIC OFFICER - 9049

QUALIFICATIONS:

- Master's Degree from an accredited educational institution.
- Valid Florida Certification in Educational Leadership, Administration and Supervision or School Principal.
- Minimum of five (5) years successful teaching and administrative experience in education.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of effective educational theories and principles as well as innovative pedagogical methods. Proficiency in computer use and software applications.
- Demonstrated ability to guide groups of varying sizes, using facilitative leadership techniques.
- Superior interpersonal and communication skills.
- Capability to analyze data to identify trends and establish strategies to improve outcomes.
- Strong decision-making abilities, based on relevant information.
- Experience in cooperative work with School Board members, district and school personnel, students, parents, the community, and other departments and agencies.

REPORTS TO:

Chief Academic Officer

JOB OBJECTIVE:

To create an environment that fosters collaboration and cooperation among students, staff, parents, and the community to positively impact student achievement, and engagement of all stakeholders.

SUPERVISES:

Parent and Family Engagement Administrator
Other staff as assigned

PERFORMANCE RESPONSIBILITIES:

- Formulate and execute policies/procedures and key performance indicators to boost student access and opportunities, aligning with the district's strategic objectives.
- Supervise and control the execution of the district's parent and family engagement policies, driving the necessary change management and culture shift to achieve the district's vision for family engagement.
- Research and propose tailored models, programs, and initiatives that cater to the requirements of students, staff, parents, and the community, focusing on enhancing student achievement.
- Establish and utilize key metrics to showcase progress towards student access and achievement district wide.
- Assemble and oversee a Strategic Engagement Team to effectively facilitate engagement initiatives with students, families, community, and staff, including partner activities. Set clear, specific performance goals for the team and oversee its continuous improvement.
- Collaborate with the Volunteer Center to optimize, expand, and leverage the utilization of volunteers and business partners in meeting the needs of students, parents, staff, and community members throughout the district.
- Work with the Departments of Leadership and Professional learning, and Curriculum to identify and implement relevant training opportunities for all employees, related to instructional strategies and professional expectations.
- Collaborate with all relevant departments to provide support and training in the creation and

DIRECTOR OF STRATEGIC ENGAGEMENT (Continued)

execution of intervention practices, ensuring alignment with school and district-based intervention teams.

- Research, compile, and present educational resources that support the overall health needs of students, parents, staff, and the community.
- Collaborate with other district and school-based leaders to develop guidance, protocols, procedures, and ensure adherence to district expectations.
- Develop and execute a comprehensive strategic engagement plan that aligns with the organization's goals and objectives.
- Continuously assess and refine strategies based on evolving organizational needs, stakeholder feedback, and industry best practices.
- Address educational issues affecting educators, students, parents, and the community in conjunction with the district and schools.
- Ensure compliance with applicable laws and regulations.
- Serve as member of the District Executive Cabinet.
- Monitor District compliance with applicable codes, rules, and statutes.
- Develop appropriate Board agenda items pertaining to areas of responsibility.
- Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- Ensure adherence to good safety standards.
- Demonstrate initiative in the performance of assigned responsibilities
- Involve principals in problem identification and problem solving related to commonly identified concerns related to school operations.
- Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts, a general support for the decision-making process.
- Keep well informed about current trends in education and service delivery models.
- Prepare all required reports and maintain all appropriate records.
- Represent the District in a positive and professional manner.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Set high standards and expectations for self and others.
- Exhibit interpersonal skills to work as an effective team member.
- Provide leadership for emerging, innovative, and special programs.
- Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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 those established by the District.

EVALUATION:

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

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