

DeKalb County School District Position Specification

Title: **Director, Organizational Effectiveness**

DIVISION: Superintendent's Office

GRADE: 132

DEPARTMENT: Superintendent's Office

WORK DAYS: 246

REPORTS TO: Chief of Staff

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HR): August 1, 2021

General Statement of Job

Under limited supervision, responsible for designing and executing organizational effectiveness programs and district-wide key initiatives. The Organizational Effectiveness Director will be a liaison between division leadership and stakeholders to understand the needs and opportunities for district improvement.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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| <ul style="list-style-type: none">Leads and/or participates in cross-functional teams to: diagnose organization effectiveness issues, collect and analyze qualitative and quantitative data as part of that analysis, generate recommendations to address performance gaps, and develop high-impact implementation plans |
| <ul style="list-style-type: none">Executes critical cross-functional projects that advance the Superintendent's agenda, including developing strategic recommendations, creating and managing work plans, conducting research and analysis, and helping to define and track success metrics |
| <ul style="list-style-type: none">Acts as an advisor, coach, and consultant to the cabinet members and develops widespread programs, processes and methodologies to identify, assess and develop future leaders of the district |
| <ul style="list-style-type: none">Presents progress reports, spreadsheets, presentations, data, board documents, executive summaries and other documents requested by the Superintendent |
| <ul style="list-style-type: none">Directs the strategic planning, development, and implementation of district-wide programs initiated by the Superintendent |
| <ul style="list-style-type: none">Supervises and assists with the evaluation of assigned personnel |
| <ul style="list-style-type: none">Strategizes with the Chief of Staff and Cabinet members to cultivate and manage the Superintendent's relationships with key stakeholders, including schools, parents, community groups, principals, and teachers, as well as with external organizations, in order to build broad support for the Superintendent's agenda and |

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| advance the Superintendent’s strategic priorities |
| <ul style="list-style-type: none"> • Develops and implements project schedules, resource allocations and budgets for approval of senior management |
| <ul style="list-style-type: none"> • Coordinates the management of the project as assigned and facilitate meetings, stage work and timelines, provide status reports, and organize the project |
| <ul style="list-style-type: none"> • Collaborates with departments and school leadership to develop, implement, and interpret district-wide policies and guidelines |
| <ul style="list-style-type: none"> • Stays abreast of new and evolving Organizational Effectiveness strategies, trends, best practices, tools and industry specific information through research and networking |
| <ul style="list-style-type: none"> • Performs other duties as assigned |

Education and/or Experience

Bachelor’s degree from a Professional Standards Commission approved accredited college or university in Education, Business, Organizational Development, Project Management, Human Resources, or closely related area is required. Master’s degree preferred.

Minimum five (5) years relevant work experience in strategic planning, project management or other related program experience, is required.

Certificates, Licenses, Permits: Certified Associate in Project Management (CAPM), Project Management Professional (PMP), or closely related certification approved by PMI is preferred

Knowledge, Skills & Abilities

Knowledge of the project management processes according to the industry standards set by PMI; all related and established policies and procedures of the district; RFP and Bidding process; vendor management; federal, state and local laws and regulations governing school districts

Skill in effective oral and written communication; project management practices, principles, and tools; strategic thinking, planning, and problem-solving skills; Office 365 Suite; MS Project Professional, Project Online, Project for the Web and SharePoint; time management; record keeping—electronic and manual; management of projects across multiple teams or stakeholders

Ability to build relationships with project stakeholders, use relevant computer applications; make appropriate business decision, use independent judgment; maintain confidentiality; prioritize assignments; manage multiple tasks simultaneously; and meet all safety regulations

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Fifty percent of the job requires documentation which sitting at the computer is necessary. The remaining 50% will be visiting project sites, facilitating meetings, and supervising project deployments all requiring standing or physical mobility

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Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Typing or using touch screen devices.

Talking: Expressing or exchanging ideas by means of the spoken word. Participating in activities in which one must convey detailed or important verbal instructions to others accurately, loudly, or quickly.

Hearing: Ability to send and receive detailed information through oral communication.

Vision: Ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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