



# Director, Organizational Effectiveness

**Reports to:** Chief of Staff

**Structure/Grade:** 132

**Division:** Superintendent's Office

**Workdays:** 246

## Position Summary

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

## Essential Job Duties

- 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
- Executes critical cross-functional projects including developing strategic recommendations, creating, and managing work plans, conducting research and analysis, and helping to define and track success metrics
- 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
- Directs the strategic planning, development, and implementation of district-wide programs initiated by the Superintendent
- Ensures compliance with federal, state, local, contractual, and District regulations, standards, specifications, and best practices
- Develops and implements project schedules, resource allocations, and budgets for approval of senior management
- Coordinates the management of the project as assigned and facilitates meetings, stage work and timelines, provides status reports, and organizes the project
- Manages events and meeting planning by coordinating with the Executive Assistant; ensures all appointments and events are aligned with the Superintendent's priorities and enables the Superintendent to function effectively
- Stays abreast of new and evolving Organizational Effectiveness strategies, trends, best practices, tools and industry-specific information through research and networking
- Provides professional development around a change management process across various departments in the district
- Participates in cross-functional meetings for observation, to provide feedback and transformative strategies for developing clear and concise processes
- Oversee efforts to align administrative functions, processes, and special projects across divisions/departments within the district.
- Scribe for cabinet meetings, agenda-setting meetings, mini-sessions, and board meetings on behalf of the Superintendent.
- Coordinate efforts between the board office or board member and cabinet members on behalf of the Superintendent.
- Performs other duties as assigned



### Qualifications

- A Master's degree from a Professional Standards Commission-approved accredited college or university in Education, Business, Organizational Development, Project Management, Human Resources, or a closely related area is required.
- Minimum five (5) years of experience in education, community engagement, or a related field required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

### Knowledge, Skills, and 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 decisions, use independent judgment, maintain confidentiality, prioritize assignments, manage multiple tasks simultaneously, and meet all safety regulations.

### Physical Demands and Work Environment

- 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. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
- Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.
- Substantial movements (motions) of the wrists, hands, and/or fingers.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

Reviewed/Revised: 11/15/2024