



ASSISTANT SUPERINTENDENT, ORGANIZATIONAL LEADERSHIP

GENERAL RESPONSIBILITIES

The position is responsible for facilitating the design, implementation, and overall coordination of all aspects of the school division's Strategic Plan; setting specific, measurable goals to monitor progress toward meeting strategic objectives; identifying, providing or developing innovative professional development models in support of the overall mission of Virginia Beach City Public Schools; and supporting and promoting professional development to ensure the school division's success in meeting the specific goals of the division-wide strategic plan. Additionally, the position will be responsible for managing and supporting the assessment of organizational needs and the design, implementation, and evaluation of programs that facilitate the professional development and continuous learning of all division employees.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate and monitor the development, implementation, timeline, and reporting elements of the division's strategic plan.
- Collaborate with school division leadership to design, coordinate, and manage professional development programs for all employees in support of the division's strategic plan.
- Collaborate with the school division's leadership team to foster a division-wide culture that encourages support of strategies and initiatives designed to impact organizational change and improvement.
- Serve a lead role in identifying an effective model for professional learning communities to be implemented at each school and throughout the division.
- Anticipate emerging organizational needs and advise division leadership of steps needed to address the identified needs.
- Provide leadership in the development of school-based strategic plans to ensure alignment with the division-wide strategic plan.
- Review and revise evaluation instruments to ensure alignment with the school division's strategic plan.
- Provide opportunities for educators to collaborate and communicate about their educational practice in support of student learning through the use of technology and research-based collaborative models.
- Develop and implement succession planning initiatives to cultivate emerging leaders.
- Perform needs assessments for training and professional development programs designed to enhance the effectiveness of employee performance in achieving the goals and objectives of the individual and school division.
- Collaborate with school division leadership to build capacity for organizational change.
- Provide training and professional development opportunities to meet federal, state, and local mandates and requirements.
- Design and implement communication plans to inform employees of training and professional development opportunities.

- Collaborate with senior leadership to evaluate the effectiveness of training and professional development programs.
- Develop, manage, and evaluate induction and orientation programs for new employees.
- Collect data and prepare reports as required.
- Supervise and manage the professional development budget.
- Account for the selection, supervision, development, and evaluation of assigned staff.
- Remain current with trends in training and organizational planning and development, and change leadership.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current practices and trends in organizational development; experience with the development of effective professional learning communities as well as innovative models for professional development; thorough knowledge of skills that students need to be prepared for college, careers, and citizenship; experience with strategic planning at both the school and division levels; thorough knowledge of research, data analysis, and report presentation techniques; thorough knowledge of current federal and state laws and regulations applicable to public school employment; ability to provide leadership and direction for the planning and design of organizational and staff development programs; ability to establish and maintain effective relationships with school officials, employees, and the general public; ability to plan, supervise, and review the work of subordinates; evidence of change leadership and working with organizations to effect change; ability to effectively collect, analyze, evaluate, prepare statistical data, and present information gathered from training and development programs; ability to prepare and present reports effectively; ability to work with minimal supervision; ability to supervise others; excellent facilitation, public speaking, interpersonal, written, and oral communication skills.

EDUCATION AND EXPERIENCE

Master’s Degree in School Administration/Educational Leadership, Organizational Development, or related field, and a minimum of five years of management and supervisory experience with major emphasis on personnel training, development, and motivation, and change leadership. Experience as a building administrator is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

FLSA Status: Exempt	Description: 5/09
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