



**POSITION DESCRIPTION**

<b>JOB TITLE: Director of Leadership Performance &amp; Development</b>		
Job Class:		
<b>DATE</b>	<b>Office of School Administration</b>	
	Performance and Development	
<b>Pay Schedule:</b>	<b>Range:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
		<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> This 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 team members, particularly executives and emerging leaders.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Manage Organizational Development (OD) strategies and processes; assess organizational development needs of operating, business and functional units.
2. Leads the design, development and implementation of programs, policies and strategies tailored to meet OD needs and program goals.
3. Manages the individual development planning process for executives and emerging leaders.
4. Provides consultative services to the business units regarding mentoring.
5. Plans and lead short- and long-term planning for OD programs; prepare budgetary recommendations that meet departmental goals and provide for effective management of resources.
6. Conducts surveys and studies and prepares reports for management of the current state of the organization and the feasibility of long-term strategic plans relative to enhancing organizational performance.
7. Partners with senior management to address and formulate the strategic human capital and talent implications within MPS.

8. Oversees the professional development staff (Supervisor, registrar, district library media specialists and instructional technology teachers) and the induction staff.
9. Responsible for supervising a group of personnel in a work unit, each performing similar and/or interrelated tasks and activities.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Regular supervision is provided by the school administrative staff.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Functional oversight of other clerical staff, as necessary.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Master's degree (Organizational Development)  
PhD preferred

**Experience Requirements**

Six to 10 years of experience required.  
Experience working with organizational development for operations in a large organizational and/or functional business unit.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills and presentation skills are essential. Experience in and knowledge of organizational development is necessary. A proven track record in developing, implementing and facilitating successful organizational and professional development systems. The ability to write, create and review training and professional development programs. Flexibility and diplomacy are critical. Must be able to manage multiple initiatives. Extensive knowledge of national trends in the delivery of training to include technology and best practices. Demonstrated proficiency in work requiring the coordination of people and programs. Must be able to work effectively with a diverse population. Experience conducting and identifying training needs and designing and delivering training to meet the needs. Good working knowledge of applicable computer software.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**