

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 22-23-39
AUGUST 2022**

**EXECUTIVE DIRECTOR OF STRATEGIC PLANNING AND RESOURCE
MANAGEMENT (ANTICIPATED)**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

Executive Director of Strategic Planning and Resource Management

APPLICATION

Candidates must complete an application (letter of interest and resume’).

QUALIFICATIONS:

Candidates must possess a Master’s degree and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate. Candidates must have a minimum of seven (7) years of experience in K-12. Candidates with experience with strategic development, grants, and community partnerships. Candidates must have the knowledge and ability to:

- partner with and provide valuable strategic planning and performance management consultation to department heads to assist their understanding of the strategic impact of their operations;
- translate strategy into business plans, actionable work plans and activities, identify and communicate the potential impact of strategic activities on organizational performance, and appropriately prioritize these activities and initiatives;
- independently identify strategic areas of opportunity, collect data, establish facts, assess results, draw valid conclusions and present alternative solutions;
- think and act both strategically and tactically; an intelligent decision maker and problem-solver with sound judgment;
- develop, analyze and identify key performance indicators and targets impacting the organization;
- manage the functions of grant proposal development and reporting;
- build collegial relationships and collaborate with senior leadership, peers, and staff at all levels;
- communicate intuitively present and document ideas and concepts to staff, management and stakeholders at all levels;
- adapt to evolving job roles and diversity of projects;
- budget, schedule and manage resources;
- coordinate and facilitate meetings;
- provide timely and accurate information needed to inform executive decisions; and
- effectively prioritize and execute tasks under pressure.

Candidates with prior experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Under the direction of the Superintendent, the Executive Director is directly responsible for leading and overseeing the staff and district-wide functions of strategic planning and resource management. The core functions include and are not limited to: strategic planning, grant solicitation and proposal development, and performance management. The incumbent will collaborate with executive leadership to develop, design, intuitively document, and implement the organization's strategic plan, as well as quarterly updates to BOE and the community. The Executive Director works collaboratively with organizational leaders to define and oversee the strategic planning cycle and process which includes the on-going monitoring and evaluation of the plan's performance. In addition to overseeing staff in researching, identifying and communicating potential external funding sources (federal, state, local) which best support the school district's key initiatives and priorities, the Executive Director ensures that district staff are well supported in developing well-written, timely proposals and applications for major grants, and provides support in the execution of grants and programs. The incumbent will monitor major grant writing projects and oversee the development of program design documents for all district initiatives. As a member of Cabinet, the Executive Director will work closely with the Superintendent, executives and school based leadership to support the district's performance management focus. The Executive Director will also oversee and/or support key performance management projects at the central office, which may include the development of annual departmental performance plans and analysis and progress monitoring of key performance indicators and performance targets.

RESPONSIBILITIES:

The duties of the Executive Director of Strategic Planning and Resource Management include, but are not exclusively limited to the following:

- Develop and oversee the district's strategic planning cycle and process which includes the on-going monitoring and evaluation of the plan's performance
- Organize the annual strategic planning calendar and related events that include plan development meetings, stakeholder meetings, and the timely completion of the updated plan annually;
- Develop a robust, intuitive Strategic Plan in collaboration with the Superintendent, which provides a comprehensive and cohesive conceptualization of the school system's strengths, opportunities and strategic direction;
- Collaborate with key divisions in communicating the strategic plan and annual updates to key stakeholder groups, ensuring all members of the organization understand the plan, why it is important and how to support the plan;
- Prepare related documents and presentations for executive leadership and the Board of Education;
- Research, identify and communicate potential external funding sources (federal, state, local) which best support the school district's key initiatives and priorities. Support district staff in developing well-written, timely proposals and applications for major grants;
- Oversee and/or support key performance management and other projects and programs at the central office, which may include the development and/or review of annual departmental performance plans and the analysis and progress monitoring of key performance indicators and performance targets;
- Initiate and develop overall performance objectives for the department; assess needs, establish priorities, develop specific performance targets and strategies, establish procedures for monitoring progress and altering strategies as needed;

- Provide leadership, direction and mentoring to department personnel to achieve maximum effectiveness; maintain effective communication within the department;
- Establish annual performance objectives, regularly provide constructive performance feedback, and conduct formal performance evaluations;
- Develop an annual budget based on an analysis of needs and awareness of available resources, develop priorities within budgetary limitations, approve and monitor the expenditure of funds;
- Deliver intuitive, thorough oral presentations to division staff, executive leadership and/or Board of Education members as needed;
- Serve as a liaison to the Poughkeepsie Children’s Cabinet serving as a critical connector between the strategic work of the school district, City of Poughkeepsie Youth Empowerment and Opportunity Division, and Poughkeepsie Children’s Cabinet.
- Oversee the Data, Assessment & Accountability Department.
- Perform other duties as assigned.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

SALARY: Commensurate with experience.

EFFECTIVE DATE: September 1, 2022

APPLICATION

DEADLINE: Open Until Filled

**SEND LETTER
OF INTEREST AND**

RESUME: To apply in OLAS
<https://olasjobs.org/>

To apply in Human Resources
hroffice@poughkeepsieschools.org

Dr. Timothy Wade
Assistant to the Superintendent of Administrative Services
Department of Human Resources
18 South Perry St.
Poughkeepsie, New York 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.