

**State of Florida  
Department of Education  
REGIONAL EXECUTIVE DIRECTOR**

**Application Deadline: April 5, 2010**

**Salary Range: Negotiable**

**Contact: Mr. Nikolai Vitti, Deputy Chancellor for School Improvement and Student Achievement  
(nikolai.vitti@fldoe.org)**

**Phone: 850-245-0509**

**Fax: 850-245-0803**

**Job Description: See below for qualifications information.**

**Open Position: Region Four (Position is based in Tampa, FL)**

All applicants must submit a letter of interest, qualifications documents (see “qualifications” section below), and a resume indicating qualifications as they SPECIFICALLY RELATE to the listed criteria for this position via email or fax. You must indicate in your letter if you are claiming Veterans’ Preference. It is the responsibility of the applicant to submit sufficient information to enable the screening committee to effectively evaluate his/her education, training, and experience.

**QUALIFICATIONS**

1. Master’s degree (from an accredited institution)
2. Certification in educational leadership or administration and supervision
3. Three (3) years of education leadership, management, and supervision leading successful school improvement/reform efforts in a demographically diverse public school and/or district
4. Demonstrated success working as a change agent with a record of turning around low-performing, high-poverty schools as a principal and/or district administrator

**KNOWLEDGE, SKILLS AND ABILITIES**

- Keen expertise and experience in the turnaround process as it pertains to low-performing schools
- Deep understanding of what quality teaching and learning “looks like” in the classroom
- Knowledge of Lesson Study and Response to Intervention (RtI) process and experience with implementation
- Ability to identify strategies and develop systems to improve classroom instruction at the district and school level
- Ability to supervise and coordinate efforts of employees to reach Florida Department of Education (FDOE) program and agency goals
- Ability to coordinate program activities with other department priorities and delegate work assignments as needed
- Ability to develop monitoring systems with district and school leadership teams
- Knowledge of Sunshine State Standards
- Ability to use and analyze data to determine instructional needs and direct academic intervention.
- Assist with developing master schedules to support student achievement

- Ability to monitor budgets and use funds to improve student achievement
- Knowledge of various evidence-based instructional coaching approaches
- Knowledge of how to evaluate and shape district and school cultures
- Ability to coach superintendents and principals in successful turnaround
- Strong interpersonal skills that lead to an effective working relationship with all stakeholders
- Strong written and verbal communication skills
- Strong presentation skills with the ability to deliver technical assistance in a method understood by customers and stakeholders
- Strong organizational and problem-solving skills
- Ability to work autonomously
- Demonstrated skill in ensuring accountability for all stakeholders in the school reform effort
- Strong analytic and interpretation skills
- Ability to orchestrate change
- Ability to meet tight timeframes and balance multiple, competing priorities while maintaining goal directed behavior/performance
- In-depth knowledge of state and federal laws, rules, policies, and procedures related to school improvement and Differentiated Accountability (DA)
- Strong knowledge of Microsoft Office programs (Word, Excel, PowerPoint)
- Strong work ethic
- Deep belief and passion that all students can succeed academically if provided the right learning environment

An additional requirement of the job is to be able to travel both within the state at least 25-50% of the time for meetings, workshops/conferences, and site related monitoring and instructional reviews.

**REPORTS TO:**

Mr. Nikolai Vitti, Deputy Chancellor for School Improvement and Student Achievement

**JOB GOAL:**

Provide leadership of the Differentiated Accountability Plan for schools and districts in the region. The position will work directly with district and school leadership and staff in their assigned regions; assure and monitor compliance with state and federal requirements; and provide overall assistance, coordination, and direction to senior administration to improve student achievement in the state's lowest performing districts.

**SUPERVISES:**

Regional Instructional Specialists and Reading Coordinators

**PERFORMANCE RESPONSIBILITIES:**

- Manifests a professional code of ethics and values
- Promote, support, and determine DA compliance for districts and schools
- Provide a non-threatening, open, professional and collaborative work relationship and leadership oversight between the Department, school district(s), and schools categorized in the DA Plan for the purpose of school improvement and implementation of DA for academic accountability
- Assist districts in building capacity to critically assess and selectively incorporate evidence-based strategies to support school improvement by coordinating meetings, regional trainings, and professional development for identified schools within the region
- Provide overall coordination, progress monitoring, and direction to all the instructional specialists, including the use of and constructing protocols for district/school faculty and leadership team development
- Provide leadership for the regional team (comprised of internal and external customers and local stakeholders) in their efforts to assist school districts and schools with their systemic reform and accountability efforts
- Provide technical assistance and coaching to schools, School Advisory Councils, Community Assessment Teams, district offices, and school boards
- Provide assistance with organizational change; Florida Continuous Improvement Model (FCIM), Lesson Study, program and instructional monitoring, RtI, and the teaching of standards/benchmarks.
- Work collaboratively with districts in the development, implementation, monitoring, and evaluation of plans required by the State Board of Education (SBE)
- Conduct instructional reviews, review school assessment trend data, School Improvement Plan (SIP), and District Improvement Plan (DIP)
- Continually analyze student performance data to drive school improvement strategies
- Prepare detailed policy and data analysis, reports, and evaluations on the status of DA for the Commissioner and State Board of Education
- Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by DA Regional Teams
- Participate in weekly conference calls and bi-monthly meetings in Tallahassee
- Supervise and guide the work of the DA Regional Team
- Perform other duties and responsibilities as assigned by supervisor

**TERMS OF EMPLOYMENT:**

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Florida Department of Education’s policy on evaluation of personnel. Student achievement must be demonstrated in the state’s lowest-performing schools that are assigned to the DA Regional Executive Director.