



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director, Career & Innovation**
 Job Family: **Administrative**
 Prepared/Revised Date: **September 21, 2022**

FLSA Status: **Exempt**
 Pay Range: **J**
 Job Code: **10413**
 Days: **260**

SUMMARY: The Director of Career & Innovation will focus on progressive approaches to teaching and learning, instructional design, programing, and quality learning experiences. The position requires expertise of trends in educational delivery methods, instructional technology, and student learning theories. The Director will act as a liaison and support work as needed with design advisory teams, district staff, and community partners to lead the innovation and instructional design work.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	
1.	Infuse new projects district-wide with knowledge on the subject of teaching and learning models while seeking opportunities to use this knowledge to influence the architectural design and delivery process in PSD's schools.
2.	Work with design advisory teams and project architects for Bond projects at schools to support the optimum teaching and learning of innovative outcomes.
3.	Translate the overall vision for innovative learning into a long-range plan and communicate ongoing implementations district-wide and within the PSD community.
4.	Work collaboratively with the Assistant Superintendents of Elementary and Secondary Schools to support the integration of emerging programs, tools, and instructional models, including technology, career and technical education, blended-learning, dual- and concurrent-enrollment, and work-based learning across the system. Consult on creative efforts around the design of schools and learning spaces designed to enhance the learning experience for students both within and beyond the classroom.
5.	Create and support processes and systems that lead to the implementation of innovative and experiential learning environments for PSD's schools.
6.	Support district procurement processes as needed by consulting on new programs, innovative use of FF&E, and technology acquisitions.
7.	Meet with and provide the Assistant Superintendents of Elementary and Secondary Schools systematic updates on the status of Career & Innovation activities and opportunities in PSD schools.
8.	Organize and structure representation from the private sector, business community, and higher education partners to serve as members of advisory committees and support student outcomes in PSD. Work with Community & Business Development and Career & Tech Ed teams to ensure representation of the District's interest on local, regional, and state committees or similar groups related to innovative programs, career readiness, and post-secondary opportunities. Regularly seek input from community and business stakeholders to identify their needs and to provide feedback about the quality of PSD's programs.
9.	Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s Degree in Education Leadership or other related field.
- Minimum three years’ experience as building administrator, district or other leadership related to innovation and instructional design.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Principal or Administrator’s License
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of the teaching and learning theory process.
- Knowledge and application of emerging technologies.
- Excellent communication skills.
- Effective interpersonal skills, including collaboration, teamwork, creative problem-solving, conflict resolution, group planning, and decision-making process.
- Ability to work independently and follow through on assigned tasks.
- Ability to prioritize and manage multiple projects.
- Critical thinking and problem-solving skills.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Equity and Academic Officer	
Direct reports:	Assistant Director of Career & Innovation	1
	Community and Business Development Coordinator	1

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Sit			X	
Use hands to finger, handle, or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X



VISION DEMANDS:	Required
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	