“Performance Improvement Specialist”

This position reports to the superintendent and is assigned responsibility for managing and coordinating organizational efforts to ensure performance management and to ensure that quality improvement projects are developed and managed using a data-driven focus that identifies priorities for improvements aligned with ongoing strategic initiatives. The Performance Improvement Specialist will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

**DUTIES & RESPONSIBILITIES:**

Duties and responsibilities are not all inclusive but may include the following:

- Provide leadership and coordination for improving KTC’s core educational functions and evaluating the impact of the district’s processes and initiatives.
- Provide leadership in the development, implementation and review of KTC’s performance success measures.
- Work intensively with district administration in assigned projects to refine processes and identify best practices.
- Assist in the planning, coordination, facilitation and implementation of quality improvement initiatives.
- Ensure organizational initiatives are aligned to improving operational efficiencies and effectiveness.
- Serve as district liaison for performance success measures and review by coordinating activities with instructors, staff and administrators within KTC, as well as other educational institutions and business entities.
- Research and analyze aggregate qualitative and quantitative data for reporting and planning purposes.
- Provide guidance and oversight in the development and production of all advertising and promotional materials of the district to improve the reach and impact of internal and external communications.
- Prepare an annual budget for expenditures.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other performance/quality improvement responsibilities as necessary to accomplish the goals of the district.

The incumbent in this position should be an innovative leader with exceptional interpersonal, superior writing, excellent strategic planning, strong project management, and highly honed professional judgment skills. The incumbent must be an individual who takes initiative and develops trust and confidence within the internal and external constituencies. The Performance Improvement Specialist will possess the ability to work independently; design, implement, manage and execute multiple projects simultaneously; possess strong communication skills, organizational skills, and effectively present information and respond to questions from district staff and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evenings as required by position responsibilities.

**Education and Experience:** Minimum requirements consist of a Bachelor’s Degree, Master’s Degree preferred, and five (5) years experience in strategic planning, vocational/technical education, school administration; or a combination of equivalent experiences.

**SPECIAL REQUIREMENTS:** The incumbent must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Adopted: 10/08/2013
Revised: 06/10/2014