

## HUMAN RESOURCES

WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS

### Job Description

**SUBJECT:** Director, Innovation Pathways

**REPORTS TO:** Worcester Technical High School Principal

**ACCOUNTABILITY OBJECTIVE:**

This individual is accountable for providing effective and quality education for students participating in Innovation Pathways programs.

**PRINCIPAL RESPONSIBILITIES:**

1. Exercise vision and provide leadership that appropriately involves staff, parents, students, business partners and community agencies in the accomplishment of growing the Innovation Pathways program to 300+ students
2. Provide administrative support and consultation to staff in the delivery of day-to-day instruction, behavioral interventions, and social emotional supports
3. Provide administrative oversight to addressing all discipline procedures in accordance to WPS policies and code of conduct to ensure compliance to discipline due process timelines
4. Serve as the primary point of contact for inquiries from families, industry representatives, community-based organizations, district staff, or administrators
5. Manage the program budget
6. Work cooperatively with comprehensive schools around academics, guidance, and supports to ensure seamless expectations
7. Directly supervise and evaluate all Innovation Pathways staff which includes program instructors and the internship liaison (estimated hire 2019)
8. Work with the grants office on identifying and securing funding for career and technical education pathways
9. Collaborate with the Director of Transportation on all student and group schedules, needs and problem-solving issues to ensure students arrive safely and on-time from their comprehensive schools to the Innovation Pathway program
10. Identify, advocate for, and requisition supplies, materials, and equipment needed for the program/department as well as monitoring their effective usage
11. In concert with the Human Resources Office, develop and execute a system of personnel selection, assignments, supervision, support and evaluation which encourage professional growth in staff performance

12. Develop quarterly Innovation Pathways-related materials and resources and build district-wide recruiting plans
13. Coordinate monthly Innovation Pathways department meetings
14. Work collaboratively with community agencies and business partners to expand educational opportunities for students, including recruiting and structuring partnerships
15. Lead the recruitment, acceptance, and retention of targeted students to reach 300 students
16. Develop a mentor program at Worcester Technical High School to provide additional guidance to Innovation Pathways students
17. Track performance, execute evaluation, and report out on compliance requirements for grant funding
18. Attend school-based Advisory Council meetings
19. Assure equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identify, natural origin, sexual orientation, homelessness or disability
20. Perform other job-related duties as assigned

**REQUIRED QUALIFICATIONS:**

1. Master's Degree
2. Massachusetts DESE license as Assistant Principal/Principal 9-12 with SEI endorsement
3. Three years of administrative and/or leadership experience supporting teachers in the areas of post-secondary/prevocational planning, classroom management, curriculum and instruction, progress monitoring and data analysis.
4. Excellent written, communication, interpersonal and organizational skills
5. Knowledgeable of budget preparation and line-item expenditure process

**PREFERRED QUALIFICATIONS:**

1. Experience working with industry representatives
2. Experience managing grant expectations.
3. Ability to speak Spanish, Portuguese, Arabic, Vietnamese, Albanian, or Twi.

**SALARY:** In accordance with the EAW contract Administrative Group IV-A (Unit B position)

**WORK YEAR:** 180 pupil-session days, plus 20 days

**TO APPLY:** Any person interested in this position must apply on-line at [www.worcesterschools.org](http://www.worcesterschools.org) with complete resume and cover letter.

***The deadline date does not preclude further advertisement or recruitment.***