

NELSON COUNTY SCHOOLS
Job Description

TITLE: Director of Process, Research and Improvement

QUALIFICATIONS: Valid Kentucky Superintendent Certification, Educational Doctorate Degree, prior experience as Nelson County Superintendent. Proven experience in process improvement and leading projects with a record of successful implementation.

REPORTS TO: Chief Operating Officer

JOB GOALS Identify and implement process improvement efforts for the Nelson County Schools within using sound process improvement accepted disciplines and practices

PERFORMANCE RESPONSIBILITIES:

Identify, plan and support implementation of key projects to improve quality, reduce cost, increase productivity and improve cycle time by reducing wasted time, scrap, rework, etc. resulting in significant business improvement and customer satisfaction.

Perform duties via distance technology as appropriate

Responsible for targeting completion of process improvement projects within a specified time frame while achieving a cost reduction goal as appropriate.

Create team processes for optimizing results. Providing clear vision and direction to achieve world-class results.

Provide consultation and guidance in the production of presentations to form, support and articulate the strategic plans for the district.

Support projects and provide individual contributions after key projects have been identified.

Liaison with finance and other members of the organization in assessing, tracking and reporting the financial benefit of a Performance Excellence project.

Provide management with project status updates, feedback, and appropriate reporting on key responsibilities and objectives.

Support communication activities and market the process and results publicizing goals, plans, progress and results.