Job Description

Job Title: Agile Delivery Coordinator **Supervisor:** Executive Director of Technology
Position Code: **Pay Grade**: 42
Job Classification: Exempt **Contract Length**: 245 Days

Job Summary

The Agile Delivery Coordinate will be responsible for supporting and enabling cross-functional teams within Newport News Public Schools (NNPS) to enhance project efficiency, remove barriers, and streamline processes. This individual will collaborate closely with instructional technology teams, administrative departments, and educators to foster an environment that promotes continuous improvement, self-organization, and collaborative problem-solving. The Agile Delivery Coordinator will help ensure that NNPS initiatives are executed efficiently, aligning with the district's mission to provide high-quality education and innovative learning solutions. This role is an individual contributor and will report directly to the Executive Director of Technology.

Essential Duties

1. Coordinate Agile ceremonies, including daily stand-ups, sprint planning, retrospectives, and backlog refinement for teams working on technology, educational and administrative initiatives.
2. Identify process inefficiencies and impediments, collaborating with teams to implement improvements that enhance workflow, team performance, and project delivery.
3. Provide coaching and guidance on Agile principles, fostering a culture of collaboration, adaptability, and continuous learning among NNPS staff.
4. Facilitate cross-department communication between IT, curriculum teams, school administrators, and other stakeholders to ensure alignment on priorities and goals.
5. Use data-driven insights (e.g., velocity, cycle time, and sprint outcomes) to track team progress and drive improvements in project execution.
6. Support technology deployments and process transformations, ensuring that Agile methodologies are applied effectively within the school district's operational and instructional projects.
7. Promote Agile best practices that align with NNPS's commitment to innovation and excellence in education.
8. Provide strategic oversight in identifying application functionality needs and recommending enhancements to support the division's goals.
9. Coordinate design and development efforts of multi-application solutions, ensuring that projects align with the division's changing requirements.
10. Manage project timelines and oversee project deliverables, ensuring adequate bandwidth aligned with team goals and criteria for completion.

Other Duties
1. Perform any other related duties as assigned by the Executive Director of Technology

Minimum Qualifications:

Must possess a Bachelor's degree in Computer Science, Computer Programming, Statistics or a related field. MBA or Master of Science in Information Technology, Computer Science, or Project Management preferred. Requires a minimum of 3 years with 5 or more years of professional experience preferred and at least 2 years in an Agile leadership role (e.g., Scrum Master, Agile Coach, Delivery Lead), preferably within an educational, government, or non-profit setting. Certification in Agile methodologies (e.g., Certified Scrum Master [CSM] or Professional Scrum Master [PSM]) is preferred. Experience with Agile project management

tools (e.g., Jira, Trello, or Microsoft Planner) to track team productivity and report key metrics. Familiarity with large-scale technology deployments (e.g., learning management systems, student information systems, or enterprise platforms such as Microsoft 365, PowerSchool, or Google Workspace for Education). Strong problem-solving skills, with the ability to remove obstacles and drive efficient, user-centered solutions. Experience in K-12 education or public sector organizations is preferred.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Executive Director or Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Agile Delivery Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Technology Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

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Supervisor   Date

I acknowledge that I have received and read this job description.

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Employee Name (Print)   Signature   Date

4/2025 JSA