



CHIEF SCHOOLS OFFICER

GENERAL RESPONSIBILITIES

The position is responsible for managing the Department of School Leadership including the supervision of the division's schools and school leaders. The Chief Schools Officer's (CSO) primary responsibility will be to ensure significant student achievement gains at the school level as measured by school improvement data. Another important function of this job is analyzing and using multiple sources of data to guide the continuous improvement of all schools. This position reports directly to the Superintendent and serves as a member of the senior staff.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Lead a rigorous Plan for Continuous Improvement (PCI) process that results in improved student achievement.
- Ensure the alignment between the division's strategic plan and schools.
- Provide leadership in the areas of school improvement planning, principal professional development, and evaluation.
- Work with school leaders to monitor school improvement and adjust accordingly.
- Drive the successful integration of evidence-based strategies to ensure the growth and success of all schools.
- Create a shared understanding of challenges at the school level and identify opportunities for improved student achievement.
- Support Principals to ensure high-quality implementation of each school's educational design, including school culture, standards, assessments, and instructional guidelines.
- Ensure the effective management, coaching, and mentorship of school leaders in ways that drive significant student achievement gains.
- Support the differentiated professional development of administrative staff to ensure they have the skills to select, develop and evaluate principals.
- Allocate and monitor the effectiveness of mentoring and coaching resources assigned to provide differentiated support to schools as needed.
- Monitor and evaluate the effectiveness of DOSL leadership, ensuring strategies are student-focused and aligned with each school's mission, core values, academic standards, and goals.
- Develop and lead DOSL administrators in their roles as instructional leaders.
- Assist DOSL staff in developing annual strategic goals as well as plans to meet those goals.
- Oversee DOSL departmental budget(s); review all personnel requests from principals.
- Partner with Human Resources to provide support in recruiting, identifying, and promoting excellent teachers and school-based administrators.
- Create collaborative and effective communication channels between central office staff and school administrators.
- Collaborate with central office staff to evaluate existing programs, services, and practices.
- Establish and maintain clear, consistent interactions with parents, families, and community partners to receive input and feedback on the effectiveness of our schools, and to resolve concerns.
- Be personally informed and keep direct reports informed of current educational trends, practices, and proposed legislation impacting the schools.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the principles, practices, and procedures of school administration; comprehensive knowledge of school division objectives, procedures, and organization; comprehensive knowledge of school personnel and administrative practices, procedures, and methods; excellent oral and written communication skills; ability to establish and maintain effective working relationships with School Board members, school administrators, teachers, staff, and all support staff; ability to conceptualize, initiate, monitor, and evaluate new and/or current programs.



EDUCATION AND EXPERIENCE

Required: Master’s degree in School Administration.

Preferred: Five (5) years of experience with a record of effective school leadership. Proven success managing and coaching large teams of professionals to ambitious goals.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/14, 7/20, 5/22
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