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Chief Instructional Services Officer

JobID: 268

Po ition Type
Admini trative Staff

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Email To A Friend
Print Version

Date Po ted
11/21/2013

Location
INSTRUCTIONAL SERVICES

POSITION PURPOSE Conduct the development and upervi ion of in tructional program , academic operation , taff development, curriculum planning, and other related function A i t the Superintendent a a Deputy in the development of educational philo ophy, long term trategic planning, and policie Report to the Superintendent

ESSENTIAL FUNCTIONS

- Direct , plan , coordinate , and implement a comprehen ive in tructional and technology ervice program for the Di trict in upport of teaching and learning goal and educational need Provide a i tance to the Superintendent a needed for long term academic planning, implementation, and development of policie and procedure for the Di trict
- Direct academic operation and admini tration of in tructional ervice taff
- Supervi e tudent a e ment and te t data analy i program
- Direct technology ervice including IT planning, network ervice , hardware, oftware and training
- Provide leader hip in facilitating curriculum improvement
- Develop and implement evaluation and apprai al (program and per onnel) y tem for the Di trict
- Recommend in tructional taffing formula (allocation)
- Supervi e ubordinate per onnel taff which involve uch dutie a in tructing, a igning and reviewing work, planning, allocating per onnel, acting on employee problem , and recommending promotion and di ciplinary action
- Coordinate and monitor the Di trict in tructional ervice budget
- Over ee and en ure proper recordkeeping and updating of policie , procedure , regulation , and employee information
- Interpret and formulate academic policy and procedure and provide related advice to admini trator , employee and taff; recommend new or revi ed policie and/or procedure a warranted
- Serve in an advi ory capacity a a member of the Superintendent' Management Team and a a Chief Officer A i t other Di trict admini trator a needed to re pond to in tructional related problem , need , reque t , i ue , etc
- Serve a Superintendent' de ignee a needed on pecific a ignment
- Receive and review variou record and document uch a budget information, variou report , chedule , work order , regulation , curriculum plan , propo al , letter

of correspondence, publications, etc.
- Keeps abreast of changes in policy, standards, procedures, and regulations pertinent to personnel and community relations functions.

ADDITIONAL DUTIES: Performs other related tasks as assigned by the Superintendent.

QUALIFICATIONS:
- Master's degree in Educational Leadership or a related discipline with ten to fifteen years of experience in Academic/Instructional Management or School Administration; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Must possess a valid Teaching Certificate and a South Carolina driver's license.
- Extensive knowledge of instructional leadership functions, programs, policies, procedures, and systems. Knowledge in the development, planning, organization, implementation and management of instructional programs and practices designed to meet educational objectives and requirements.
- Knowledge of the principles of leadership, and the standards, regulations, and laws relating to educational activities.
- Knowledge in the proper methods for development, implementation and control of financial resources and budgets.

EXPERIENCE:
- Experience as a school principal and teacher preferred.
- Ability to develop and maintain effective working relationships with district staff.
- Ability to use and effectively apply independent judgment and discretion given broad autonomy in directing and managing areas of accountability.
- Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines.
- Ability to develop and maintain effective communications with district employees, immediate supervisor, media representatives, attorneys, and the general public

PHYSICAL DEMANDS: The physica demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:
1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

WORK PLACE EXPECTATIONS:
1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.

3 Have regular and punctual attendance
4 Follow all Di trict policie , work procedure , and rea onable reque t by the proper authoritie
5 A an employee of Beaufort County School Di trict, I am to adhere to confidentiality a directed by Federal, State and Local Law /Regulation ; and in accordance with di trict admini trative rule a it pertain to en itive information, employee information and tudent information Failure to adhere to confidentiality may re ult in di ciplinary action , up to and including termination of employment

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REPORTS TO: Superintendent

DAYS PER YEAR: 260

SALARY CLASSIFICATION: Chief Officer

EMPLOYEE GROUP: Administrative

APPLICATION PROCEDURES: Must apply online by completing an "Administrative" application and adding this specific job to your online application.

FLSA STATUS: Exempt

EMPLOYEE'S ACKNOWLEDGEMENT STATEMENT

1 I have reviewed the above po ition de cription and under tand it content

2 I am aware that my po ition de cription may be revi ed or updated at any time and once notified of change , I remain re pon ible for knowledge of it content

3 I hereby certify that I po e the phy ical and mental ability to fulfill the e ential function of the above po ition with or without rea onable accommodation( ) If I require accommodation( ) in order to fulfill any or all of the e function , I agree to provide information to the Di trict regarding the reque ted accommodation( )

Employee' Name (Print)

Employee' Signature

Date

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