



CHIEF

SCHOOL TRANSFORMATION AND INNOVATION

JOB DESCRIPTION

JOB TITLE: Chief School Transformation and Innovation Officer **FLSA STATUS:** Exempt
REPORTS TO: Superintendent of Schools **PAY GRADE:** AD11
LOCATION: Education Support Services **DAYS:** 260
JOB ID & DATE: ADM-91 | April, 2023

JOB PURPOSE SUMMARY

The Chief School Innovation Officer is responsible for setting the vision and direction for all schools. Under little or no direct supervision, the Chief is a critical leadership role that directly affects the creation and redesign of instructional school models for Adams 14 in order to improve diverse instructional opportunities that meet students' academic and social-emotional needs and the desires of the Adams 14 community.

Quality school leadership is one of the leading factors determining student achievement. In addition to the overall vision setting and strategic planning for the innovative school models, the CSTIO will develop a "Call for Quality Schools," and subsequent creation of innovative and specialized school models, as well as the management and communications support to an identified portfolio of innovation schools. The CSTIO will support resource sharing within the network and across the district, and will build the leadership capacity of the district.

REQUIREMENTS

Education Level Details

Master's Degree in School Administration. Educational Doctorate or Educational PhD preferred.

License / Certification Required

Superintendent, Mid-Management, or Principal licensure

Work Experience Required

Minimum of five years of experience as a Principal
Minimum of five years of successful district-level leadership experience

Other Skills and Abilities Required

Demonstrated leadership skills
Ability to problem solve, think critically and manage conflicts
Ability to manage budget and personnel
Ability to collect, analyze and use multiple sources of data
Strong organizational, communication, strategic planning and interpersonal skills
Strong interest in urban education and driving improvement in student achievement
Work collaboratively to build consensus while also delivering exceptional results
Inspire, manage and collaborate with a wide variety of internal and external stakeholders at all levels
Be flexible, resilient and adaptable to changing priorities
Knowledge and expertise in writing grants

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

District Climate

- Facilitate communication and collaboration among campus administrators and district departmental leaders to enhance service delivery, program development and customer satisfaction, particularly around innovative school models and programs
- Set the vision and strategic plan for the district's innovative and specialized school models and programs
- Serve as the district's expert on innovative and specialized school models and new approaches to teaching and learning
- Champion the creation of new school models and the redesign of existing schools that require extensive cross-departmental collaboration and internal consensus
- Create and sustain a network of local and national partnerships that contribute ideas and energy to the district's innovative and specialized school models

Instructional Growth

- Coordinate and ensure the successful integration of evidence-based strategies to support the growth and success of all Innovative Schools and scale successful strategies to other campuses
- Create professional learning communities to promote innovative thinking and collaborative learning
- Designs staff development programs in collaboration with other divisions and departments and aligned to innovative programs in the district.
- Work closely with the superintendent and cabinet to ensure that the Office of Transformation is a key driver of student achievement in Adams 14
- Facilitate participation and planning of instruction
- Work with key district leaders and external partners to create a vision for and facilitate a mind-set for high quality campus instruction

Organizational Leadership

- Work with principals to develop and launch new and specialized school models
- Coordinate with Human Resources Department to strategically deploy teaching team's in coordination with campus principals and in support of innovative and specialized school models
- Inform and coordinate with stakeholder groups to leverage community assets and evolving opportunities for innovative and specialized school models
- Provide leadership and direction to assigned innovation campus principals to continuously drive student achievement

- Serve as liaison between district operations and innovative and / or specialized campuses

Organizational Management

- Provide administrative direction and leadership for the operational, financial and personnel resources of assigned campuses/departments to effectively support district and campus goals
- Develop, review and approve campus/departamental operating policies, procedures, and Budgets
- Coordinate and facilitate principal meetings for the portfolio of innovative and specialized schools

Budget and/or Resource Responsibilities

- Participate in department special education budget building process
- Contribute in collaborative decision making regarding the purchase of resources

SUPERVISORY RESPONSIBILITIES

Supervision of direct reports that may include support and tech, paraprofessionals, administrators, and itinerant instructional /assessment staff

Indirect supervision of building based special education teachers and/or related services in coordination with building based leadership

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Mental Demands: This position is “high profile,” and may be responsible for handling highly charged public situations as well as interacting with the press. Work with frequent interruptions, maintain emotional control under stress

Physical Demands and Environmental Factors: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide and occasional statewide or national travel

Tools and Equipment Used: Standard office equipment including personal computer and peripherals.
Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting
Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 40 pounds)

Location: Work is performed in classrooms, offices, work stations and meeting rooms. May work prolonged or irregular hours and must be able to maintain control under stress. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____