

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

**CHIEF STRATEGIC OFFICER**

**POSITION:** Chief Strategic Officer

**REPORTS TO:** Superintendent of Schools

**LOCATION:** Department of Strategic Initiatives

**NATURE OF WORK:**

Under the direction of the Superintendent of Schools, the Chief Strategic Officer provides leadership in the development and facilitation of strategic planning and systemic initiatives. The Chief Strategic Officer acts as a liaison with community and partner organizations and coordinates system events.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

**DUTIES AND RESPONSIBILITIES:**

- Develops and implements systemic initiatives coordinated from the Superintendent's office
- Possesses knowledge of instructional programs and teaching methodologies (PK-12)
- Encourages the development and use of multi-modal messaging tools to tell the story of the school system
- Coordinates and directs the work of staff who manage social media, professional publications, system planning documents

- Chairs committees which research, plan, and organize system initiatives
- Provides leadership and guidance for activities related to the acquisition of systemic initiative grants and the implementation of programs related to such grants
- Stays apprised of governmental statutes, regulations, and rules relating to curriculum and instructional programs
- Represents the school system at meetings of such organizations and groups outside the school system
- Acts as a liaison with community and partner organizations that benefits the staff, students, and parents/guardians of the school system
- Plans, organizes, and coordinates system events including, but not limited to, recognition of staff and student achievements
- Provides leadership to ensure understanding and promotion of the educational objectives of the school system as well as communicates the adopted curriculum to professional staff and maintains a list of approved instructional materials
- Provides leadership in the development of the SMCPSS 5 Year Strategic Master Plan, and ensures alignment with related system plans
- Provides leadership in the School Improvement Planning process
- Leads the development and facilitates the implementation of Employee Assessment Systems
- Supervises and evaluates the performance of the digital media team
- Coordinates and directs the work of staff who manage social media, professional publications, system planning documents
- Facilitates the development and publication of media to support system initiatives, professional development, and communication
- Serves as primary liaison with community and partner organizations to support student, staff, and school system initiatives
- Collaborates with system departments to deliver programs and events in recognition of staff and students
- Facilitate cross-departmental initiatives and programs, such as SMCPSS Summer Enrichment Programs
- Facilitates evaluation of system initiatives, including surveys, evaluation, and research studies
- Leads systemic initiatives and programs
- Facilitates the coordination of interagency cooperation for instructional functions in the school system
- Remains current in terms of educational literature, research, and practices
- Demonstrates and models effective and efficient use of technology
- Performs other related and non-related job duties as assigned by the Superintendent of Schools

## **QUALIFICATIONS:**

### Required:

- Master's degree
- Administrator II license
- Three (3) years of successful teaching experience
- Three (3) years of central office and supervisory experience
- Experience with the evaluation of administrative staff
- Experience with the development and implementation of the Master Plan, state/federal programs, and School Improvement Plan
- Experience in working to close the achievement gap among all sub-groups with emphasis on minority and economic diversity
- Experience with analysis of achievement data for intervention and instructional modification

### Preferred:

- Endorsement for Superintendent under Maryland certification

## **TERM OF EMPLOYMENT:**

Full-time twelve-month position

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range H.

**BARGAINING UNIT ELIGIBILITY:** Confidential – Exempt

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