Clarksdale Municipal School District
Chief Strategy Officer

REPORTS TO: Superintendent
LOCATION: Central Office
TERMS OF EMPLOYMENT: 230 days/12 months
SUPERVISES: Assigned personnel

Purpose Statement

The Chief Strategy Officer assists with strategic and tactical initiatives and projects as assigned by the Superintendent to ensure the viable operations of Clarksdale Municipal School District; maintains constant and timely communication with the Superintendent regarding special projects and assignments; ensures that the Superintendent's directives are implemented and represent CMSD; serves as the secondary support for grades 7-12.

Qualifications

1. Master's degree from an accredited educational institution.
2. Valid Mississippi certification in Educational Leadership, Administration and Supervision, or School Principal.
3. Three (3) years of administrative experience or five (5) years teaching experience in the classroom.
4. Satisfactory criminal background check and drug screening.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Serves as a key member of the Superintendent's executive cabinet to ensure that expectations and deadlines are clearly communicated to administrators.
2. Assists in the development and implementation of CMSD's strategic plan
3. Develops policy documents, communications, and recommendations with the Superintendent, and to research, develop, and implement policy updates as needed.
4. Develops, recommends, and implements overall organizational communications and communication strategies for programs, initiatives, services, and events of CMSD.
5. Direct and supervise the overall activities of planning, developing, coordinating, implementing, and evaluating all district curriculum and instructional support programs for 7-12.
6. Plan, implement, and evaluate a systemic approach to the seventh through grade 12 curriculum.
7. Oversees the alternative education program and is the due process hearing officer.
8. Serves as the secondary Communication/Public Information Officer during emergency situations.

9. Initiate the development of programmatic goals and learning objectives on a district-wide basis within the scope of School Board policy, administrative directives, assessing student needs, and operational constraints.

10. Provide overall leadership and appropriate resources for ongoing district-wide curriculum development and review to ensure articulation of standards, objectives, and skills for seventh through twelfth grade.

11. Provide leadership, resources, and assistance in the attainment and use of instructional technology at the secondary grade level.

12. Provide leadership for school improvement initiatives.

13. Provide leadership for emerging, innovative, and special programs.

14. Coordinates with staff in the development and implementation of a district instructional technology plan.

15. Prepare and recommend to the Superintendent the implementation of alternative and optional programs to support the requirements of the district's annual and long-range plans of improvement.

16. Provide leadership in planning and acquiring appropriate instructional materials and equipment.

17. Assist in the Southern Association of Colleges and Schools accreditation process.

18. Ensure that rules and procedures established in the district adhere to current Mississippi Statutes and State Board of Education Rules in the areas of curriculum and staff development.

Inter/Intra-Agency Communication and Delivery

19. Prepare, instruct, and present reports and information to the Superintendent, the School Board as requested community, and school personnel.

20. Establish necessary procedures for referral and cooperative planning with other agencies.

21. Interact with parents, outside agencies, businesses, and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.

22. Respond to inquiries and concerns in a timely manner.

23. Keeps the supervisor informed of potential problems or unusual events.

24. Serve district, state, or community councils or committees as assigned or appropriate.

25. Provide oversight and direction for cooperative planning with other agencies.

26. Assist in the interpretation of programs, philosophy, and policies of the district to staff, students, parents,

and the community.

Professional Growth and Improvement

27. Maintain a network of peer contacts through professional organizations.

28. Assist in the development and implementation of the district's master plan for in-service education.

29. Maintain a working knowledge of Mississippi Statutes, Board Policy and applicable rules and regulations.

30. Keep informed and disseminate information about current research, trends and best practices in the area of responsibility.

31. Maintain expertise in assigned areas to fulfill project goals and objectives.

32. Participate in training programs and courses to increase the level of division services.

Systemic Functions

33. Assist the Superintendent in district-wide planning to link curriculum and learning development and the use of financial and human resources to the district's goals and objectives.

34. Assist in the preparation of the annual division budget and monitor its implementation as required.

35. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

36. Monitor the district to ensure compliance according to the MDE accreditation standards.

37. Adhere, always, to the Code of Ethics of the Education Profession in Mississippi and Principles of Professional Conduct for the Education Profession in Mississippi