



## Chief Schools Officer

### Chief Schools Officer

*Administration - District Office - Chief Academic Officer*

**Job Number** 0000744061

**Start Date**

**Open Date** 01/13/2023

**Closing Date**

#### **ROLE AND PURPOSE:**

In general, the Chief Schools Officer provides leadership in the development, planning, implementation and oversight of school instructional delivery and for the management, direction, supervision and evaluation of schools within the district. This role provides oversight to the Office of School Leadership and is responsible for the selection, development and evaluation of school-based leaders, leadership development, managing district student outcomes/school performance and strategically guiding and supporting principals responsible for leveraging high quality teaching and learning in every classroom.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

- Master's Degree from accredited institution. Doctorate preferred.
- Principal Certificate issued by Texas Education Agency

##### **Experience:**

- 7 years successful administrative experience at the principal or central office level.
- Principal supervision experience required.

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

##### **I. INSTRUCTIONAL LEADERSHIP**

A. Provides leadership and support to ensure the effective implementation of the district's curriculum, learner framework and adopted research-based best

practices across all schools.

B. Collaboratively establishes clear measurable achievement goals/targets and provides leadership in the development and implementation of strategic plans of action causing the instructional goals of the District to be met.

C. Provides leadership in the development of district and campus systems to monitor the implementation of instructional best practices and their impact on student outcomes.

D. Works with appropriate staff to ensure a horizontal and vertical instructional alignment among schools.

E. Serves as or is responsible for overseeing the District Coordinator of School Improvement and serves as or designates a department liaison with the Texas Education Agency's (TEA) state and federal accountability office.

F. Proves effective in communicating district policy, goals and guidelines to assistant superintendents, executive directors, and principals.

## **II. SCHOOL/ORGANIZATIONAL IMPROVEMENT**

A. Maintains a relentless focus on improving student outcomes and provides leadership to the department and principals to maintain focus on critical success factors.

B. Works collaboratively with others in developing and realizing Arlington ISD's district goals and articulated vision for District programming and outcomes.

C. Analyzes, reflects upon, synthesizes, and contextualizes relevant data and information to inform insights and drive actions.

D. Effectively designs, executes and manages short-term and long-range plans that are focused on actions designed to meet department and organizational goals and objectives.

E. Models continuous improvement and participates in the generation, experimentation and implementation of new approaches that challenge the status quo.

F. Collaborates with the Office of Research and Accountability, uses evaluative results to determine the extent to which campus/district instructional objectives have been met and collaborates with department and campus leadership to develop and monitor action plans for improvement.

G. Collaborates with Chief Academic Officer and Academic Services'

departments to ensure professional learning opportunities for campus leadership and instructional staff support implementation of the District's learner framework/best practices and drives improvement of student outcomes.

H. Collaborates with Chief Academic Officer and Academic Services' departments in the implementation of system-wide initiatives and programming.

I. Differentiates resources and support to schools in accordance with their campus improvement plan goals.

J. Utilize the resources of Central Office departments and teams and coordinate their delivery in the best interests of principals, their leadership teams, and campuses.

K. Pursues the district's goals of diversity, equity and inclusion, with a particular focus on ensuring equitable access to high-quality instruction for students and eliminating the opportunity gap.

L. Regularly monitors schools' performance and provides feedback to assist in developing principal leadership capacity and the schools' progress toward implementation of AISD's strategic plan goals.

M. Collaborates with the Senior Leadership Team in developing communication systems that ensure the smooth flow of information both vertically and horizontally.

N. Creates meaningful opportunities for cross-collaboration across campuses in sharing best practices.

### **III. SCHOOL/ORGANIZATION CLIMATE**

A. Engages others in developing an overall shared vision and sense of commitment to the District's vision, mission and goal(s).

B. Establishes and models high expectations for all aspects of the work.

C. Fosters collegiality and team building among staff and encourages active participation in decision-making.

D. Establishes high expectations and creates/maintains results-focused environment based on communicated goals.

E. Communicates effectively and actively manages professional relationships and partnerships based upon trust, respect, responsiveness and achievement

of common goals.

F. Demonstrate cultural responsiveness and effectively works to create an environment where diversity is valued and people from diverse backgrounds and perspectives can succeed.

G. Works with the administrative staff to continue or initiate positive, productive campus climates.

H. Partners with Research & Accountability to ensure campus culture and/or climate is monitored through surveys and that areas of opportunity are identified and supported.

I. Recognizes efforts and achievements of the administrative staff, teachers and students.

J. Works harmoniously with all administrative and teaching personnel.

#### **IV. PERSONNEL MANAGEMENT**

A. Identifies, recruits and engages in the selection process of new principals able to successfully lead school improvement efforts.

B. Oversees the Office of Leadership Development and ensures effective design and implementation of leadership pathways for teachers, campus and central office roles.

C. Utilizes the district's administrative appraisal instrument appropriately and ensures that the process clearly and accurately represents staff performance.

D. Meets regularly with department staff and campus leadership to promote professional growth and development, discuss goals and objectives, and to collaboratively develop professional improvement plans.

E. Actively develops others towards goals through use of timely and constructive feedback, targeted professional learning, personalized coaching, and recognition of accomplishments and strengths.

F. Establishes department systems for and effectively implements routine high quality coaching practices with department and campus leadership to promote practices resulting in increased student achievement.

G. Ensures department alignment between assistant superintendents of school leadership and executive directors' supervision practices and implementation of district-wide initiatives.

H. Works with assistant superintendents of school leadership to assign interim and itinerant campus leadership positions.

I. Supports assistant superintendents of school leadership and executive directors in creating a high-performing community of principals who leverage one another's strengths and support one another in achieving shared goals through principal network meetings, peer mentoring, and/or individual job-embedded coaching focused on instructional leadership

J. Support assistant superintendents of school leadership and executive directors in assessing principal quality within their learning community/division and effectively plan for, facilitate and/or execute succession planning and school leadership transitions, as needed.

K. Works harmoniously with all administrative, teaching personnel and stakeholders. Provides frequent, actionable feedback to assistant superintendents in improving in their leadership practice and achieve better results.

L. Secures consultants, specialists and appropriate community resources for principals and instructional staff to assist in attaining district and/or objectives.

## **V. ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT**

A. Defines the program and fiscal needs in the budget development process to ensure that fiscal resources address the mission of the district and are aligned to organizational needs/goals.

B. Demonstrates responsible fiscal control over assigned program budgets.

C. Ensures schools comply with all policies and laws, or request waivers when applicable.

D. Supports assistant superintendents of school leadership and executive directors in ensuring responsible fiscal oversight of campus budgets and grant funds to all assigned schools.

## **VI. STUDENT MANAGEMENT**

A. Supports district and campus expectations for student conduct and responds to parents regarding the importance of student responsibility.

B. Encourages plans for improved student behavior that reflects enhanced opportunities for learning.

C. Coordinates and works with Assistant Superintendent of Administration to ensure the effective implementation of the District's Student Code of Conduct.

D. Collaborates with district and campus staff to ensure the effective implementation of the District's Social Emotional Learning (SEL) framework in schools.

## **VII. SCHOOL/COMMUNITY RELATIONS**

A. Articulates the district's mission to the community and solicits community support in transforming the mission into reality.

B. Fosters meaningful relationships with families and community stakeholders to create a strong neighborhood structure to support the learning of all students.

C. Demonstrates awareness of school/community needs and initiates activities to meet those identified needs

D. Emphasizes and nurtures two-way communication between the school and community.

E. Projects a positive image to the community.

F. Attends School Board meetings/work sessions; and prepares and presents reports for the School Board, as requested.

## **VIII. PROFESSIONAL GROWTH AND DEVELOPMENT**

A. Embraces the district's cultural tenets and Leadership Definition indicators.

B. Models a growth mind-set and encourages it in others.

C. Collaboratively develops and implements department and campus leadership professional learning in alignment with Academic Services and other District initiatives.

D. Uses information provided through assessment instruments, the district appraisal process, coaching and evaluative feedback from supervisor to improve performance.

E. Strives to improve leadership skills through self-initiated professional learning activities.

F. Utilizes information and insights gained in professional learning opportunities for self-improvement

for self improvement.

G. Disseminates ideas and information to other professionals; provides leadership in addressing the challenges facing the profession.

H. Conducts oneself in a professional, ethical and responsible manner.

I. Maintains current in research-based best practices.

**IX. SUPERVISORY RESPONSIBILITIES**

A. The Chief Schools Officer shall supervise and appraise assistant superintendents and assigned staff.

**X. MISCELLANEOUS**

A. Performs other duties as may be assigned by the Superintendent.

**Duty Days**        243

**Pay Grade**        Admin Prof 12

Share

Tweet

Share

Back

Login and Apply