**Chief Innovation Officer**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Deputy Superintendent

**Dept/Campus:** Central Office **Paygrade:** P9

**Wage/Hour Status:** Exempt **Date Revised:** July 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Serve as District’s research and design leader with responsibility to identify, pilot, and evaluate promising instructional programs and operational strategies in partnership with district stakeholders. Provide leadership to cross-functional teams charged with implementation of innovative programs in support of strategic plan goals and objectives. Serve as point-person for innovation initiatives throughout District.

# QUALIFICATIONS:

**Education/Certification:**

Master’s degree in educational administration

Principal or other appropriate certification

**Special Knowledge/Skills:**

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 driving improvement in student achievement

Ability to 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

**Experience:**

Three years of experience as a classroom teacher

Five years of experience as a campus principal

Three years of experience as a district leader, preferred

Preferred experience PK-12

# MAJOR RESPONSIBILITIES AND DUTIES:

## District Climate

1. Originate new ideas and recognize innovative ideas generated by others
2. Foster collaboration, partnerships, and the sharing of information and expertise between district departments and across schools
3. Contribute to the continued growth and development of the District’s innovative programs in support of the District’s strategic plan
4. Champion the creation of new programs and the redesign of existing programs that require cross-departmental collaboration and internal consensus
5. Sustain and expand the network of local and national partnerships that contribute ideas and energy to the District’s innovative instructional programs

## Instructional Leadership

1. Lead cross-functional teams charged with organizing, implementing, and evaluating innovative instructional programs and operational strategies
2. Facilitate relevant research and evidence-based scaling efforts, in collaboration with Chief Academic Officer and Instructional Services team, to replicate and expand successful innovative instructional models
3. Develop, maintain, and use information systems and records necessary to show progress on performance objectives that address the Texas Academic Performance Report indicators, campus improvement plans, and district strategic plan

## Organizational Leadership

1. Work with Human Resources team to align human resources to support innovative instructional programs and strategic plan goals in coordination with Chief Academic Officer and campus principals
2. Develop leadership capacity through professional development, coaching and mentoring, and providing direct experiences in innovative practices
3. Determining which programs are compelling, relevant, and sustainable for the District; make program recommendations to the Superintendent and Leadership Team for consideration
4. Demonstrate awareness of District and community needs and initiate activities to meet those needs
5. Implement district student-management policies and ensure enforcement of the Student Code of Conduct and the student handbook.
6. Establish and maintain open lines of communication with parents, students, and teachers
7. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely
8. Provide leadership for Human Resources, Student Services, Management Information Services, Information Technology, Health Services, and Child Care Services teams.

## Policy, Reports, and Law

1. Implement the policies established by federal and state law, State Board of Education rule, and local board policy
2. Compile, maintain, file, and present reports, records, and other documents required
3. Follow district safety protocols and emergency procedures

## Supervisory Responsibilities

1. Make recommendations relative to assignment, retention, discipline, and dismissal

## Communication and Community Support

1. Effectively communicate the district and school mission and goals to parents, community members, and higher education partners
2. Develop buy-in for and excitement around innovative programs among internal and external stakeholders
3. Use appropriate and effective techniques to encourage community and parent involvement.

# WORKING CONDITIONS:

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending,

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date