



Cityscape Schools - Job Description

STATEMENT OF PURPOSE:

*The purpose of a **job description** is to outline the essential functions unique to a particular job within a specific department. Job descriptions are used to recruit, train, and evaluate employees.*

JOB TITLE: Chief Schools Officer

REPORTS TO: Superintendent

FLSA STATUS: Exempt

SUMMARY:

The Chief Schools Officer is responsible for managing the Department of School Leadership, including the supervision of the division's schools, school leaders and designated departments. The Chief Schools Officer's (CSO) primary responsibility will be to ensure significant student achievement gains at the school level as measured by school improvement data. Another important function of this job is analyzing and using multiple sources of data to guide the continuous improvement of all schools. This position reports directly to the Superintendent and serves as a member of the executive staff.

ESSENTIAL FUNCTIONS:

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

- Lead a rigorous Plan for Continuous Improvement (PCI) process that results in improved student achievement.
- Ensure the alignment between the district's strategic plan and schools.
- Provide leadership in the areas of school improvement planning, principal/administrator professional development, and evaluation.
- Work with school leaders to monitor school improvement and adjust accordingly.
- Drive the successful integration of evidence-based strategies to ensure the growth and success of all schools.
- Create a shared understanding of challenges at the school level and identify opportunities for improved student achievement.
- Support Principals to ensure high quality implementation of each school's educational design, including school culture, standards, assessments, and instructional guidelines.
- Ensure the effective management, coaching, and mentorship of school leaders in ways that drive significant student achievement gains.



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- Support the differentiated professional development of administrative staff to ensure they have the skills to select, develop and evaluate teachers and campus staff.
- Allocate and monitor the effectiveness of mentoring and coaching resources assigned to provide differentiated support to schools as needed.
- Monitor and evaluate the effectiveness of campus administrators, ensuring strategies are student-focused and aligned with the district's mission, core values, academic standards, and goals.
- Develop and lead campus administrators in their roles as instructional leaders.
- Assist staff in developing Campus Improvement Plan (CIP) strategic goals as well as plans to meet those goals.
- Oversee departmental budget(s); review all personnel requests from principals.
- Partner with Human Resources to provide support in recruiting, identifying, and promoting excellent teachers and school-based administrators.
- Create collaborative and effective communication channels between central office staff and school administrators.
- Collaborate with central office staff to evaluate existing programs, services, and practices.
- Establish and maintain clear, consistent interactions with parents, families, and community partners to receive input and feedback on the effectiveness of our schools, and to resolve concerns.
- Be personally informed and keep direct reports informed of current educational trends, practices, and proposed legislation impacting the schools.
- Supervise the Director of Special Education and oversee department compliance, budget, planning and programs.
- Perform other duties as assigned.

QUALIFICATIONS:

Education and Experience:

- Master's degree in School Administration/Leadership or related field required
- Five (5) years of successful experience as a principal required.
- Five (5) years successful experience as a teacher in an elementary or secondary school required.
- Three (3) years of District Instructional Leadership preferred.
- Experience in strategic planning and project management preferred.

Certification, Licenses, Registrations:

- Texas Principal certification is required.
- Texas Teaching certification is required.
- Valid Texas Drivers License or State ID.



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SUPERVISORY RESPONSIBILITIES:

- Interviews, hires, and trains principals and department staff.
- Provides constructive and timely performance evaluations following the district's policy.
- Organizes and oversees the schedules and work staff.
- Handles discipline of employees as needed and in accordance with district policy.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of the principles, practices, and procedures of school administration.
- Comprehensive knowledge of school division objectives, procedures, and organization.
- Comprehensive knowledge of school personnel and administrative practices, procedures, and methods.
- Excellent oral and written communication skills.
- The ability to establish and maintain effective working relationships with School Board members, school administrators, teachers, staff, and all support staff.
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to create and maintain a cohesive environment to drive synergy in teams.
- Proficient with Microsoft Office Suite or related software.

PHYSICAL REQUIREMENTS:

- Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls.
- Frequent sitting, grasping, fingering, repetitive motion, and reaching.
- Occasional walking, standing, bending, stooping, and driving.
- Ability to lift to 20 pounds occasionally.
- Requires timely and regular adherence to established work schedules.
- May work prolonged or irregular hours; including districtwide travel and ability to attend district community events.
- Ability to set up, stand and walk for long periods of times at District events.



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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. The Administrator and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

I, the undersigned, have read and understand the contents of the job description. I am aware that this job will be evaluated annually in accordance with the District Employee Manual.

Print Employee Name

Employee Signature

Date