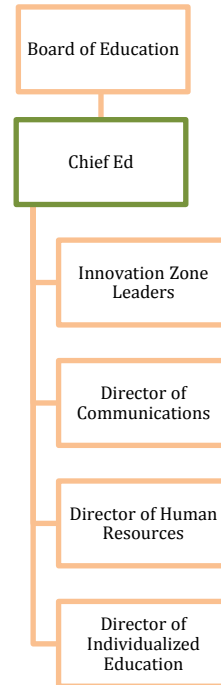


CHIEF EDUCATION OFFICER

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|---------------------|-------------------------|
| Job Title: | Chief Education Officer |
| Budget Code: | |
| Initial: | January 10, 2013 |
| Revised: | |
| Work Year: | 261 days |
| Office: | Education |
| Department: | Education |
| Reports To: | Board of Education |
| FLSA Status: | Exempt |
| Pay Range: | Board Negotiated |

Related Organization Chart



SUMMARY

Chief Education Officer serves as the District’s lead educational innovator and creates, communicates and implements the District’s vision, mission, strategic plan and overall educational direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending upon various factors.

Innovation Leadership

- Collaborate with Innovation Leaders (ILs), administrators, teachers, parents, Community members, and business leaders to develop and implement measures of workforce and post secondary readiness to ensure students are prepared for college, military, vocational, or entrepreneurial work.
- Create and support a culture of research and development across the district.

- Facilitate the implementation of innovative programming by working with all district departments in pursuit of program needs and goals.
- Assist ILs and Principals in their site planning, including inclusion and adaptation of innovative programs.
- Develop and implement metrics to evaluate the effectiveness of approved innovations plans.
- Review new educational innovation plans/plan renewals to be presented to Board of Education (BOE) for educational efficacy and provide recommendations to BOE.

Educational Leadership

- Lead the creation of a diverse learning community through active support of diverse recruiting practices, continued emphasis on culturally responsive teaching, and active engagement with community organizations whose mission is to support diverse organizations.
- Oversee the complete educational operation of the District in accordance with the direction established in the strategic plans.
- Direct, conduct and document systematic classroom walkthroughs with school leadership and provide feedback to ILs and principals about innovative programs.
- Lead the creation of a professional environment that fosters and recognizes high performance.
- Plan, direct, and evaluate assessments of strategies and of student results achieved. Direct Zones in identifying measurable goals and benchmarks for student achievement as requested.
- In collaboration with ILs, manage the development of long and short range educational objectives for the improvement and growth of the school district and educational activities of the district.
- In collaboration with ILs, manage the development of the overall educational processes and administrative procedures and controls necessary for the implementation of the educational programs and achievement of educational objectives of the District.

Strategic Leadership

- In collaboration with the Chief Operations Officer (COO) and Chief Business Officer (CBO), formulate and implement a strategic plan that guides the direction of the District and supports the goals of innovation across the District.
- Collaborate with the COO and CBO on the development of departmental strategic plans.
- Develop policies for innovative educational programming, make policy recommendations to the Board, and implement approved policy.
- In collaboration with ILs, CBO and COO, establish and maintain an administrative organization sufficient to provide effective management of all essential functions of the District.
- In collaboration with ILs, CBO and COO, recommend proposed revisions to the organizational structure, including establishment or elimination of administrative positions.

People and Community Leadership

- Lead, guide, direct, and evaluate the work of other executive leaders including ILs, Directors of Special Education and central office Directors, Executive Director and Teachers on Special Assignment.
- Build effective structures for communication with staff, parents and community members.
- Ensure District communications result in positive and effective promotion of the District and foster employee and community engagement.
- In coordination with Board, represent the District in civic and professional association responsibilities and activities in the local community, the state, and at the national level.
- Ensure effective management of staff performance within the CEO's areas of responsibility.

Business Leadership

- In collaboration with the CBO, ensure optimization of financial resources giving consideration to demographic factors student population and facilities, based on a per pupil funding model.
- Pursue educational partnerships to include vocational opportunities.
- Work with the COO and CBO to manage resource allocations for numerous programs and maximize funding to the classroom.
- Provide timely, consistent, concise and efficient communication to the BOE.

Other

- Perform other duties as assigned and/or those described in Board Policy, as may be amended from time to time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Consideration will be given for the combination of education, training, experience, skills and knowledge in evaluating qualification for interview and selection.

Education & Training

Master's degree required. PhD degree preferred.

Professional Experience

Ten years combined educational experience required, of which at least five years must be administrative. Seven to ten years of senior-level leadership preferred. Experience in business management, business ownership or corporate leadership desired.

Preferred Experience

Demonstrated successful experience working with diverse populations.

Experience in multiple levels of education preferred.

Demonstrated experience with Special Education.

Demonstrated understanding of the role of business or entrepreneurial models in an education environment.

Experience with outsourcing.

Skills, Knowledge, Equipment & Other

Proven skills and knowledge to manage, plan, organize and direct educational operations, communicate effectively, solve complex problems and develop staff.

Demonstrated ability to create an environment of change and innovation toward problem solving by focusing on a culture of serving the needs of education.

OTHER

Certificates, Licenses, & Registrations

Eligibility for administrative licensure in the state of Colorado preferred.
Valid Colorado Drivers License, Criminal Justice Fingerprint Clearance required.

Supervisory Responsibility

Supervises Assistant Superintendent/Innovation leaders or designated supervisor, Director of Special Education Services or designated supervisor, Central Office Directors or designated supervisor, Personnel Director, Public Information Officer, Executive Director and any and all contractors/designates in educational functions.

Technical Responsibility

Works independently under board organizational policies to achieve organizational objectives; manages all assigned departments; and supervises the use of funds for multiple departments; Leverages opportunities to impact the total organization's services and create a climate of service.

Budget and/or Resource Responsibility

Budget and resource management and control as designated by the Board of Education.

Physical Demands

While performing the essential functions of this job, the employee is frequently required to see, talk or hear. The employee is occasionally required to stand; walk or sit, climb, kneel. The employee must occasionally lift and/or move up to 25 pounds. Generally the job requires 45% sitting, 25% walking, and 30% standing.

Work Environment

The noise level in the work environment is usually moderate.