



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CHIEF OF SCHOOLS
DIVISION	ACADEMIC SCHOOLS DIVISION
SALARY SCHEDULE/GRADE:	IV, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4002
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
The Chief of Schools will oversee Assistant Superintendents who are directly responsible for leveraging high quality teaching and learning in every school, in every classroom, every day, for every child. Additionally, the Chief of Schools will oversee the school choice programs for the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads the change management process, which focuses on transforming schools resulting in a dramatic increase in student achievement with particular attention to the achievement and opportunity gap
Allocates resources to provide differentiated support to schools and monitors to ensure effectiveness
Implements a process to consistently monitor the effectiveness of classroom instructional and cultural practices and ensures that practices are adjusted to meet the individual students' needs and the District's learning expectations
Coordinates with District staff to provide tools, services, and strategies for differentiated school level support for Principals and instructional leadership teams that drive school improvement
Fosters meaningful relationships with families and community partners to provide holistic support for students within and across schools, responds to opportunities and challenges presented by a diverse community, and creates a strong neighborhood support structure to ensure all students are achieving
Oversees the school choice and athletics and activities programs in the District
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Works collaboratively with District and school leaders to create a seamless PreK-12 learning community; creates a climate of professional collaboration and sharing of best practices by establishing structures that foster shared learning, information and resource exchanges
Develops communication and collaboration systems, in collaboration with the Executive Leadership Team, that ensure smooth flow of information, both vertically and horizontally, to enable all resources to be focused on high priority goals for each school and ensure the sharing and implementation of best practices across schools
Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures
Attends all meetings of the Board of Education and provides input
Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years of successful administrative experience
Ten (10) years of successful public school service in certificated position(s)
Three (3) years of successful experience as a teacher
Ability to articulate vision of best practice for change management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years of experience as a school principal
Experience as a Superintendent or Assistant Superintendent
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large
Advanced preparation or doctorate
Experience in a diverse workplace