



JOB TITLE	DEPARTMENT	REPORTS TO
Chief of Schools	Superintendent's Office	Superintendent

<b>Position No:</b> 72005	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD10	<b>Date Approved:</b> 4/12/22
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>MINIMUM QUALIFICATIONS</b>
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1. Master's Degree or higher with Florida Certification in Administration and Supervision, Educational Leadership or School Principal.
2. Successful cumulative work experience with increasing levels of responsibility in directing program development, implementation and management at the district level.
3. Demonstrated knowledge of curriculum development, management of instructional programs, performance accountability, educational service delivery and demonstrated performance in improving student achievement.
4. A collaborative leadership style.
5. At least eight (8) years successful experience in an educational management position or principalship.
6. Ability to perform the functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
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1. To know, promote and ensure continuance of District-wide vision, beliefs and mission.
2. Manifests a professional code of ethics and values
3. Oversee and supervise Executive Directors, School Renewal, Alternative Education and school leaders ensuring that all team members are accountable for meeting clear expectations that ensures that every child in every school has access to a world-class learning experience resulting in graduation from high school, college- and career-ready.
4. Provides strategic leadership in the design, planning and implementation of school improvement plans and the evaluation of overall school performance.
5. Compiles, analyzes and interprets data to develop recommendations to foster ongoing improvement.
6. Develop a comprehensive plan for implementation of the district's instructional vision in collaboration with the Deputy Superintendent, Chief Operations Officer and the executive leadership team
7. Responsible for implementing initiatives and strategies aligned with District goals and priorities that improve learning opportunities for all students.
8. Responsible for the leadership, direction and evaluation of Executive Directors, School Renewal and School Administrators.
9. Supervises and conducts personnel administration duties for direct subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports and granting leave.
10. Identifies the type of programs needed by schools and provides the appropriate resources and support meet the needs of staff.
11. Evaluate the effectiveness of School District programming utilizing formative and summative data.
12. Oversee the identification, recruitment, training, selection and support of new School Administrators.
13. Collaborate with Executive Directors, School Renewal, Alternative Education and their administrative teams to develop School Improvement plans based on a comprehensive analysis of data and student outcomes.

14. Eliminate achievement gaps, increase the high school graduation rate and ensure every child graduates college-and career-ready.
15. Utilize multiple sources of data to monitor student achievement and recommends actions and initiatives to improvement student achievement.
16. Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing SLPS in a positive light.
17. Maintain visibility in schools and community as the Chief of Schools is responsible for the effective operation of the schools and the effectiveness of employees.
18. Communicate with all Executive Directors on a regular basis and ensure effective systems and routines are in place to maintain a data driven focus on student achievement goals.
19. Develop and implement individualized Deliberate Practice Plans (“DPP”) with the help of principal supervisors for each principal, which includes conducting regular formal and informal meetings to monitor progress and provide ongoing coaching and support aligned to goals of the DPP.
20. Develop Executive Directors instructional leadership skills through school monitoring meetings and individual job-embedded coaching.
21. Develop, manage, approve and appropriate budgets relative to school improvement and student achievement.
22. Directs allocated funds needed for staffing, equipment, materials and supplies; monitor and authorize expenditures in accordance with established guidelines.
23. To keep abreast of education related legal and legislative requirements, including proposed changes, and provide advice to the Superintendent as to their effect on the school system and the proposed district response.
24. Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
25. To communicate with Board members in accordance with guidelines established by the Superintendent.
26. To perform other incidental tasks and services consistent with the goals of the position or as directed by the Superintendent.

**PHYSICAL DEMAND CLASS:**

Physical Demand Class: Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.