

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHIEF INNOVATION OFFICER

GENERAL STATEMENT OF JOB

Under little or no direct supervision, the Chief Innovation Officer is a critical leadership role that directly affects the creation and redesign of instructional school models for Guilford County in order to improve diverse instructional opportunities that meet students' academic and social-emotional needs and the desires of the Guilford community. One key focus for this role is school improvement by strengthening instructional programs within underperforming schools and by serving as the subject matter expert when supporting the opening of new schools or the redesign or closing of underperforming schools. The Chief Innovation Officer will coordinate the efforts of the GCS board, principals, parents and families to ensure each Guilford County student has the opportunity and access to the best instructional model that allows high achievement to ensure college and career readiness. Reports to the Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Knowledge of Instructional Models

- Supports the development and implementation of new schools within the GCS district with innovative education programs and practices.
- Supports multiple school transitions through the strengthening or redesign of instructional design models/programs to better suit the academic needs of the students and community (i.e. Montessori, magnet, Latin schools, or low performing school transitions).
- Possesses the ability to evaluate the design, development and readiness of all new, innovative school models and programs while ensuring that the District adheres to any and all legal and regulatory requirements.
- Clear knowledge and understanding about practices, tools, and techniques from different learning models that stimulate and support innovative instructional models (included but not limited to blended learning, personalized learning, etc.).
- Ability to identify innovative instructional models and knowledgeable of research and best practices regarding innovation in public education.
- Oversight of magnet schools and special school student assignment processes.

Stakeholder and Community Engagement

- Consistent and transparent communication with key internal and external stakeholders to develop, manage, and execute new and existing school development processes.
- Ability to develop authentic partnerships with key constituents including families, community leaders, staff, philanthropic organizations, GCS board and others to successfully implement or strengthen new innovative models for schools.
- Ability to influence and bring communities and various stakeholders together to support large and complex change efforts of school modes to ultimately increase student achievement.

CHIEF INNOVATION OFFICER

Talent Management

- Supervise, mentor, and provide professional growth and development opportunities for staff.
- Support staff in developing, implementing, and evaluating strategy and project plans to achieve goals.
- Will support and make hiring decisions for principals of new district schools.
- Strategically manage and allocate resources (including money, people, time, etc.) aligned to students' needs.
- Ability to effectively manage time and budget of projects and department.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree required. Master's or PhD (preferred) in Education Leadership, Research, Curriculum Instructional Models or a related field. Six years of supervisory/administrative/management experience, preferably in a large urban school district or in a public-sector setting. Knowledge of best practices, and current on national trends and research for instructional models. Experience in planning and managing programs to successful outcomes. Experience leading complex, organization-wide change initiatives. Eligible for valid NC driver's license at time of hire.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license. Must possess a N.C. certificate in Administration or Curriculum.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, overhead projectors, video cassette recorders, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or

CHIEF INNOVATION OFFICER

assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including education, legal and counseling terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

CHIEF INNOVATION OFFICER

KNOWLEDGE, SKILLS AND ABILITIES

Vision and Courage to Ensure All Students Achieve

- Demonstrate belief and holds self and others accountable for reaching high academic achievement of all students.
- Secure buy-in for a clear and compelling vision.
- Comfortable addressing matters of equity, race, and bias in decision-making.

Innovative Education Programs Knowledge

- Exhibits strong knowledge of instructional education programs and practices.
- Understands different learning curriculum and various types of education programs (blended learning, personalized learning).
- Proactively directs the research, promotion, development and implementation of innovative educational programs and practices.
- Manage the interface of the innovation function with other central service offices and schools.

Strategic Planning and Effective Execution

- Proactively offer innovative solutions to seemingly intractable problems.
- Demonstrate critical thinking skills and the ability to analyze data.
- Exhibit a strong focus planning and execution of goals and results. Set clear metrics for success.
- Continuously monitor progress and demonstrate persistence to overcome obstacles to achieve goals.
- Experience leading complex change efforts.

Team Leadership and Management

- Build and lead effective teams to achieve ambitious goals.
- Assess team and individuals' skills, identifies development needs, and provides feedback and supports to improve practice, build capacity, and maximize talent.
- Lead teams to collaborate with other departments, teams, and stakeholders including parents and families.

Influence and Leadership

- Demonstrate leadership presence that gains the confidence of others.
- Skillfully navigating political structures, relationships and dynamics to challenge ideas and enable better decisions and outcomes for students.
- Communicate effectively, tailoring message for the audience, context, and mode of communication; ability to effectively deliver presentations specifically to the board.

CHIEF INNOVATION OFFICER

- Build positive relationships and coalitions. Maintains visibility and works collaboratively with diverse stakeholders at all levels (i.e. district staff, students, parents and families, communities, advocacy groups, etc.).

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.