



**Job Title:** Chief Leadership Officer

**Exemption Status/Test:** Exempt/Executive\*

**Reports to:** Superintendent

**Date Revised:** January 1, 2019

**Dept. /School:** Administration

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**Primary Purpose:**

Serves as the Title IX coordinator for the district to ensure compliance with Title IX of the Education Amendments of 1972. Coordinates the district's efforts to comply with Title II of the Americans with Disabilities Act of 1990. Designee to receive all personnel-related hotline complaints, EEOC complaints, and ensure comprehensive investigations and coordinate responses. Manages employee grievances and serves as the Level II Hearing Officer for employee grievances. Responsible for the planning and implementation of program goals related to areas of supervision and ensures the effective delivery of the services and programs provided by Human Resources, Campus Leadership, Communications, Athletics, Health Services, Student Services and Visual and Performing Arts.

**Qualifications:**

**Education/Certification:**

Doctoral Degree  
Superintendent Certification

**Experience:**

Five (5) years of experience in human resources management  
Ten years of general central administration experience overseeing various district functions and departments  
Ten years of experience in campus leadership

**Special Knowledge/Skills:**

Strong interpersonal and communication skills  
Background and training in counseling, mediation and conflict resolution  
Expertise in district-wide personnel management and evaluation decisions  
Ability to use technology and software programs in management of overall programs  
Competence to construct and develop written outcomes to include board regulations, workflows and standard operating procedures  
Astuteness to interpret policy, procedures and data  
Talent for promoting a positive work environment and encouraging communication and collaboration among all departments and staff members

**Major Responsibilities and Duties:**

**Management**

1. Ensures areas of responsibility are aligned with the district's instruction implementation strategies in specific ways to support teachers and students

2. Encourages and supports the development and implementation strategies in specific ways to support teachers and students
3. Encourages and supports the development and implementation of innovative programs to achieve goals that focus on employees and organizational improvement as part of the District Scorecard.
4. Works cooperatively with campus principals and staff to define personnel needs regarding instructional program management.
5. Supports district leadership in the development of organizational and staffing plans which improves the efficiency and effectiveness of the district.

### **Organizational Climate**

6. Supports and promotes a shared vision of what the district is and should be for students.
7. Demonstrates with words and actions that high expectations are held for staff and student performance
8. Demonstrates openness to staff and applicants' suggestions for improving office effectiveness
9. Models behavior that promotes positive organizational and school climate

### **Organizational Improvement**

10. Directs the different operations of the school district toward accomplishing the district's mission
11. Cooperatively develops long and short range goals and objectives for Area Directors, Athletics, Communications, Health Services, Human Resources, Student Services and Visual and Performing Arts.
12. Uses management practices that promote collegiality, teamwork and collaborative decision-making among staff members.
13. Contributes to district-wide school improvement efforts and academic achievement.

### **Personnel Management**

14. Sets expectations for direct reports, evaluates job performance, conducts regular conferences, conducts regular tours, and develops training options and/or improvement plans to ensure the best operations and customer service for departments supervised.
15. Recommends and implements legally sound and effective personnel management programs, policies, and practices.
16. Evaluates methods of recruitment, onboarding, transfer, retention, and dismissal of personnel in accordance with state and local policies.
17. Provides coaching and training in all areas of employee documentation and training.

### **Other Duties Assigned/Expectations**

18. Supports the Superintendent in all areas of administrative decision-making.
19. Serves as a member of Executive Cabinet and Round Table.
20. Performs other duties as assigned by the Superintendent.

### **Supervisory Responsibilities:**

Supervises and evaluates:

- Assistant Superintendent of Human Resources
- Executive Director of Communications and Public Relations
- Executive Director of Student Services
- Executive Director of Athletics
- Director of Health Services
- Director of Visual and Performing Arts
- Area Directors

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.