Chief of Academics and Leadership

Apply at this link: https://rayassoc.com/job-details.php?ID=499

Location: Minneapolis, MN, US

Below is specific information for you to consider about this position.

Job Title: Chief of Academics and Leadership and Requisition ID number: 58385

Close Date: No established closing date; open until filled

Organizational Unit: Office of the Chief of Acad. & Lead. (1000137)

Site: Davis Center (0001)

FTE: 1.0; this is based on full-time equivalency with 1.0 being full time

Union: Non-Represented(44)

Functional Area: Administrative

Resume and Cover Letter are mandatory to apply for any position.

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SUMMARY

Under executive supervision, serves as the instructional leader for the District; provides leadership and accountability for the District’s academic services, as well as academic performance of all schools; drives the educational performance of the District, provides leadership, vision, and strategic direction for the District’s curriculum, instruction, assessment, and school improvement initiatives, oversee the professional development for all teachers and principals; supervises the operational and academic management of the schools.

ESSENTIAL FUNCTIONS -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in
job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Provides educational and administrative leadership that builds and supports a high performance education team by inspiring, integrating, and aligning the academic work of the District; develops and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools.

Develops and oversees college and career readiness plans, programs and practices to grow the graduation rate and improve college acceptance and persistence rates.

Enhances and promotes the social emotional environment in schools.

Develops and oversees professional development programs for teachers and principals; provides support and foster a culture that motivates teachers and administrators to perform at the level of excellence necessary to improve student achievement and narrow the achievement gap between racial, ethnic, and economic groups by working with all of the diverse communities.

Directs the operation, planning, development, improvement, and administration of all assigned central office programs in support of the District’s mission to provide outstanding opportunities for academic achievement for all students.

Ensures that central office programs/departments are coordinating efforts to provide efficient and effective delivery of a variety educational services/programs.

Understands Board policies, communicates guidelines inherent in those policies, and oversees the implementation of the policies.

Oversees the development, implementation, and monitoring of the long-range instructional goals of the District to improve instructional outcomes, as measured by state and national standards.

Ensures that curriculum developed by the schools are aligned to state standards; monitors coherence in student learning through continuous alignment of standards, assessment, accountability, and intervention practices.

Promotes articulation of programs and services among preschool, elementary, middle, high school, adult education programs, and with institutions of higher education.

Coordinates with the Assessment, Research, and Evaluation Department to research most current and effective assessment tools to evaluate progress on district priorities, and ensures that effective programs and best practices are utilized in the curriculum.

Approves department budgets, and determines allocations for staff, supplies, and equipment; provides direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and regulations.

Interfaces with governmental agencies, business and civic organizations, and the community to provide needed information and promote the District’s educational initiatives.
Oversees the development of partnerships with leading educational and community organizations, both locally and nationally, to support, complement, and enhance District programs; collaborate and foster relationships with internal and external stakeholders.

Supervises, evaluates, and holds accountable the performance and professionalism of assigned staff; interviews and selects employees, and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of assigned staff.

Communicates and collaborates with other administrators, personnel, and outside organizations to develop, implement, and coordinate activities and programs, resolve issues and conflicts, and exchange information; develops policies and procedures to encourage effective and efficient management controls; models District standards of ethics and professionalism.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; prepare and submit applications, contracts, and reports to funding agencies; operates a computer to input data and generate reports.

Provides technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action.

Maintains current knowledge of state/federal legislation regulations, requirements, and guidelines related to assigned duties; attends conferences, reads journals/papers, takes courses, and attends workshops to remain current concerning trends in the education field.

Serves as a team member of the Superintendent’s Cabinet and Executive Staff; participates in District-wide planning, development, and evaluation.

**MINIMUM QUALIFICATIONS**

Education, Training and Experience Guidelines

Master’s Degree in Education or related field; AND seven (7) years of managerial experience in education administration in a K-12 environment; OR an equivalent combination of education, training and experience as determined by Human Resources.

**Knowledge of:**

Principles and practices of assessment, curriculum, instruction, educational leadership, educational best practices in literacy, math, ESL and special education.

Principles and practices of educational reform models and best practices.

Use of technology for instructional purposes.

Classroom policies, procedures and processes.

Principles, practices and procedures of public administration in an educational setting.
Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of management.

Functions, authority, responsibilities and limitations of an elected Board.

Principles and practices of developing teams, motivating employees and managing in a team environment.

Principles and practices of budget development and administration.

Applicable legal guidelines and standards effecting District.

Social, political, economic, environmental and related issues influencing District functions and activities.

Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

**Skill in:**

Designing, organizing and leading systematic change processes in a large, complex and diverse environment.

Effectively utilizing and managing limited resources to support strategic organizational goal attainment.

Maintaining composure, and working effectively under stressful conditions.

Planning, organizing, administering, coordinating, reviewing and evaluating a wide variety of District programs and services through school administrative staff.

Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.

Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Interpreting, applying and explaining complex laws, codes and regulations.

Preparing clear and concise reports, correspondence and other written materials.

Using initiative and independent judgment within general policy guidelines.

Using tact, discretion and prudence in dealing with those contacted in the course of the work; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Operating a personal computer using standard and specialized software.

Communicating effectively verbally and in writing.
LICENSE AND CERTIFICATION REQUIREMENTS

A valid Minnesota State Driver’s License may be required.

Must possess and maintain a valid Minnesota Superintendent license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a classroom and a general office environment, with moderate physical requirements; requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. Jobs in this category may require walking or standing to a significant degree, long periods of working with computers, and working with children.

ORGANIZATIONAL INFORMATION

Bargaining Unit: Non-Rep
Grade: E22
FLSA Status: Exempt
Job Group: District Administration
New: October 28, 2016

Final candidates may be invited to interview with a committee. Final appointment to this position will be contingent upon passing a criminal background check.

COMMITMENT TO DIVERSITY:

Diversity is one of Minneapolis Public Schools core values and is essential to our goal of putting children first and making them college-ready. Diversity of our workforce provides us with a competitive advantage and allows us to better understand, communicate with and educate our diverse student body. Minneapolis Public Schools will not deny anyone the opportunity for training or employment because of race, color, creed, religion, national origin, gender or gender identity, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

Minneapolis Public Schools strongly encourages diverse candidates to apply.

Posting Notes: | [No Established Closing Date] | Office of the Chief of Acad. & Lead. (10000137) | Davis Center (0001) | Administrative
Nearest Major Market: Minneapolis

Job Segment: Curriculum, Compliance, Education, Legal