



EXECUTIVE DIRECTOR OF INNOVATION & INCUBATION

Chicago Public Schools (CPS) is the third largest school district in the United States, serving over 350,000 students in more than 600 schools and employing nearly 36,000 people, most of them teachers. CPS has set ambitious goals to ensure that every student, in every school and every neighborhood, has access to a world-class learning experience that prepares each for success in college, career and civic life. In order to fulfill this mission we make three commitments to our students, their families and all Chicagoans: academic progress, financial stability and integrity. Six core principles are embedded within these commitments – student centered, whole child, equity, academic excellence, community partnership, and continuous learning.

The Office of Innovation & Incubation (I&I) focuses on ensuring all children have access to a diverse educational landscape of quality schools that best meets their individual needs. The mission of I&I is to provide students with access to high quality and innovative education through incubation of quality schools and programs, accountability, and high-quality oversight.

I&I oversees and supports 137 campuses across the District, including traditional and options charter and contract schools, Alternative Learning Opportunity Programs (ALOP), and SAFE Schools. In addition to ensuring that schools are held accountable to high academic, financial, and operational expectations, I&I supports schools as a liaison with other district departments, evaluates new school proposals and academic program investment applications, and makes recommendations to the Board of Education. This office also oversees the incubation process for new district neighborhood, charter and contract schools, and identifies and shares innovative models and best practices. I&I's work is aligned with NACSA's *Principles & Standards for Quality Charter School Authorizing*, a set of national best practice standards for opening and sustaining high-quality schools.

The Executive Director of Innovation & Incubation will report to the Chief Portfolio Officer and will lead and develop all strategic priorities for the office, including overseeing all activities related to the authorization and renewal of new schools and academic programs; providing academic, financial, and operational oversight over all schools in I&I's portfolio; providing training and support for these schools in these key domain areas; and identifying innovative models and best practices across the charter and district educational settings.

The Executive Director of I&I will be held accountable for the following responsibilities:

- Implement a rigorous process for the opening of new schools and the renewal of existing schools including application launch and community engagement to drive effective decision-making.
- 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.
- Provide consistent and transparent engagement with key internal and external stakeholders to develop, manage, and execute CPS' new and existing school development processes.



- Incubate new district neighborhood, charter and contract schools.
- Oversee the process to award new academic programs to district-managed schools.
- Disseminate key information to charter boards, leadership, families and communities to support informed decision-making and drive outcomes.
- Coordinate and implement communication and training for schools, boards, and parents to support engagement and impact change.
- Oversee Options Schools and Programs, including key functions to support the Chicago Student Success Initiative (CSSI).
- Evaluate school performance against the District's academic, financial and operational expectations.
- Monitor school adherence to any and all compliance-related provisions as defined in the Illinois School Code and contracted in the school's agreement with the Chicago Board of Education.
- Report on school performance data to ensure transparency and data-driven decision-making at the District and school levels.
- Structure school remediation plans and monitor progress.
- Broad communication of innovative models and best practices to ensure that others can learn from these models and practices that create quality learning environments and efficient operations.
- Manage, lead and develop a team of 17 staff members to execute aforementioned strategies.
- Performs additional ad hoc duties as assigned.

Type of Education Required:

- Bachelor's degree from an accredited college and/or university. Master's degree or Doctorate preferred, but not required.

Type of Experience & Skills Required:

- Minimum of five (5) years of experience in teaching, coaching, and school leadership. Experience managing a staff strongly preferred.
- Demonstrated effective experience as an instructional leader or equivalent educational leadership role that involved implementing successful strategies that improved outcomes for students.
- Familiarity with CPS' educational landscape preferred.

Knowledge, Skills & Abilities Required:

- Possesses exemplary leadership qualities, with expertise in leadership improvement, building effective teams, coaching, and ensuring professional growth for team members.
- Proven track record leading and executing large-scale, sustainable programs and projects, as well as transforming good schools into great ones.
- Demonstrates a sense of urgency around closing achievement gaps and the need for instructional improvement; takes targeted action to ensure success.



- Exceptional communication skills both written and verbal; possesses excellent listening skills.
- Understands how to use multiple sources of data to inform daily decisions to improve school outcomes and instill this practice in others.
- Pursues and implements innovative ideas and methods.
- Committed to seeking out and sharing current research and evidence-based best practices.
- Ability to build consensus among diverse stakeholders around a clear vision for serving schools and achieving student success.
- Knowledgeable of operations, management and organizational design and uses this knowledge to ensure improved outcomes within charter/contract/option schools.
- Builds collaborative relationships with a wide variety of constituent groups, including external partnerships, to ensure the entire system operates in the most effective manner possible to support charter/contract/option schools, and ultimately, students.
- Maintains a keen awareness of the interests and motivations of others, and acts with integrity in a politically-charged environment.
- Demonstrates an unyielding commitment to continuous improvement and an unwavering belief that all students can achieve at high levels.
- Possesses a record of accomplishment as demonstrated by academic and professional achievement.
- Demonstrates skill in the development and maintenance of effective working relationships with all levels of executive and managerial personnel, various governmental agencies, and other key stakeholders

Residency Requirement:

As a condition of employment with the Chicago Public Schools (CPS), employees are required to live within the geographic boundaries of the City of Chicago within six months of their CPS hire date and maintain residency throughout their employment with the district.