Deputy Chief of Schools (Elementary Network) – Chicago Public Schools

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 Deputy Chief of Schools will support the Network Chief of Schools in overseeing principals who are directly responsible for leveraging high quality teaching in every classroom.

The Deputy Chief of Schools will be held accountable for the following responsibilities:

- Manage the transformation of schools and network support staff resulting in a dramatic increase in student achievement;
- Partner with Chief of Schools to identify, recruit and a strong pool of highly skilled principal candidates that are committed to a standard of excellence and can bring results;
- In collaboration with the Chief of Schools, assess principal leadership capacity and develop, and support execution of individualized Leadership Development Plans (“LDPs”), which include providing weekly coaching support and conducting regular formal and informal evaluations to support the achievement of their performance scorecards and goals of the LDP;
- Manage and develop Instructional Support Leaders (ISL); allocate ISL resources;
- Design and deliver Network-wide principal and assistant principal PD planning and development focused on building and sustaining instructional leadership capacity;
- Manage team administration and operations, including making sure that all team members are held accountable for meeting expectations clearly outlined in principal scorecards;
- Serve as liaison to Support Centers; monitor schools’ operational performance and compliance, resolve open issues, etc. and ensure principal time can be focused on instructional leadership;
- Provide ad-hoc operational support to Principals and Network (escalated inquiries, emergencies, etc.);
- Work collaboratively with fellow colleagues to support a seamless PreK-12 learning community, implementing a strategic plan to dramatically increase college and career readiness throughout the collaborative.
- As a representative of the Chief of Schools, demonstrate a high level of moral imperative to work in the best interest of children. Demonstration of high levels of instructional expertise, integrity, honesty, credibility, and courage to make difficult yet necessary decisions is a must.

In order to be successful and achieve the above responsibilities, the Deputy Chief of Schools must possess the following qualifications:

**Type of Education Required:** Graduation from an accredited college or university with a Bachelor’s degree; Master’s degree in Education preferred
Certification: Valid Type 75 administrative certificate issued by the Illinois State Board of Education (or out-of-state equivalent)

Type of Experience and Number of Years:
- A minimum of three (3) years of experience teaching Pre K - 12; experience in an urban setting preferred
- A minimum of four (4) complete school years of experience as a school principal or at least three (3) complete school years and at least one (1) year of experience in a district administration role; experience in an urban setting preferred
- A minimum of three (3) years of experience coaching and mentoring educators preferred

Knowledge, Skills, and Abilities:
- Possesses the ability to assist the Chief of Schools in articulating a vision, sets high standards, and effectively guides schools and principals to commit to high expectations for all students by setting actionable, measurable goals and seeing them through to completion.
- Expertise in leadership development and instructional leadership. Able to coach principals to excellence, build capacity of instructional leadership teams, and develop meaningful and high impact professional development for school leaders.
- Is a strong communicator; speaking, listening, and writing.
- Project planning and strategic planning capabilities, including the ability to establish long-term vision and goals, and the ability to align and manage activities toward execution of identified goals.
- Strong leadership and team building skills, i.e., ability to develop high performing teams united around a clear vision for serving schools and achieving student success.
- Is knowledgeable of instructional and leadership best practices, operations, management and organizational design and uses this knowledge to assist the Chief of Schools to ensure improved practice and student outcomes.
- 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 school and principal needs.
- Ability to define problems, analyze data, and outline valid conclusions and action steps.
- Possess a track record of success as demonstrated by superior academic and professional achievement.

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 his or her CPS hire date and maintain residency throughout their employment with the district.