

Kansas City, MO School District

Chief Academic & Accountability Officer

JOB POSTING

Job Details

Posting ID

Chief Academic & Accountability Officer

Title

Chief Academic & Accountability Officer

Description

PURPOSE OF JOB: Reporting directly to the Superintendent, the Chief Academic & Accountability Officer (CAO) has primary authority and accountability for the Kansas City Public Schools' (KCPS) academic support services as well as the academic performance of all schools. Directly leading the Offices of; School Leadership, Student Support Services, CIPD, Research and Accountability.

This position drives the educational performance of KCPS, providing leadership, vision, and strategic direction for the KCPS curriculum, instruction, research and assessment, school improvement initiatives, including the Missouri School Improvement Plan. The position requires a strong academic leader who has deep experience in the design, integration, implementation and management of large, urban and complex district wide systems to improve student outcomes, as well as knowledge of curriculum, instructional practices, school operations and management, and leadership development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

The Chief Academic & Accountability Officer is expected to provide educational and managerial leadership that:

1. Builds and supports a high-performance educational team - inspiring, integrating and aligning the academic work of the KCPS. Develops and maintains 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.
2. Identifies and implements effective curriculum, instruction, and assessment policies and practices that maximize educational options and lead to improved achievement for all students. Balances educational consistency with appropriate autonomy at schools, fosters best practice sharing and opportunities for collaboration at all levels.
3. Provides the required supports and fosters 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.
4. Supports KCPS and school leaders to design and implement school improvement plans that employ instructional visions and practical strategies to improve student achievement.
5. Develops and oversees a world class professional development program for teachers and principals.
6. Sets priorities and measurable goals and effectively manages KCPS resources to support priorities and goal achievement.
7. Leads cross functional teams within central services to implement operational policies and business processes that enable schools to maintain environments that support and maximize student achievement.
8. Oversees the development of partnerships with leading educational and community organizations both locally and nationally to support, complement and enhance KCPS programs. Communicates effectively with internal and external stakeholders.
9. Develops and implement standards based academic program where student performance and instructional practices are driven by a comprehensive analysis of student performance data/outcomes.
10. Demonstrates KCPS wide an increase in measurable student academic achievements and accomplishment of goals and objectives outlines in the Missouri School Improvement Plan.
11. Monitors new and changing laws and regulations affecting the school system in the areas of curriculum and instruction, and prepares new policies and/or revisions for the Superintendent

and the School Board.

12. Contributes to the successful achievement of full school KCPS accreditation.

13. Accomplishes all goals and objectives as outlined in the Missouri School Improvement Plan (MSIP) where applicable to the specific area of duty.

14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Yes

REQUIRED QUALIFICATIONS:

1. Master's degree in an education discipline.
2. Hold or eligible to hold appropriate Missouri license.
3. Ten or more years of progressive education administrative experience including school (preferably at two levels) and district leadership experience at an executive level.
4. Demonstrated success leading strategic educational initiatives that result in measurable improved student achievement.
5. Demonstrated ability to lead the design, implementation and management of large scale systems.
6. Demonstrated knowledge of research based current curriculum, instruction, assessment and staff development best practices.
7. Demonstrated success leading school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.
8. Demonstrated success designing, organizing and leading a systemic change process in a large, complex, diverse organization.
9. Demonstrated ability to effectively manage limited resources to support strategic organizational goal attainment.
10. Effective communication, interpersonal, and team building skills.
11. Effective organizational skills with demonstrated ability to manage multiple complex roles and responsibilities.

CORE LEADERSHIP COMPETENCIES:

These leadership competencies are expected of all Executive level staff at Kansas City Public Schools and form the basis of our performance management system for Executive level staff.

I. LEADING CHANGE

Continual Learning - Grasps the essence of new information; masters new technical, educational and managerial knowledge quickly; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.

Creativity and Innovation - Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.

External Awareness - Identifies and keeps up to date on key educational policies and trends at the national and local level and looks for opportunities to bring best practices to PPS. Factors political, social and economic trends that affect the organization into management strategy and plans on an ongoing basis.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Resilience - Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

Service Motivation - Creates and sustains an organizational culture which encourages others to provide the quality of service essential to providing excellent support to staff, schools, family and community. Enables others to acquire the tools and support they need to perform well.

Shows a commitment to the KCMSD mission and goals. Influences others toward a spirit of service and meaningful contributions to making progress on the KCMSD vital signs.

Strategic Thinking - Formulates effective strategies consistent with the academic, social and organizational challenges of the organization. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential stakeholder reactions or opportunities.

Vision - Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action. Demonstrates a passionate belief that all children can achieve at high levels.

II. LEADING PEOPLE

Conflict Management - Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact. Maintains emotional self-control in conflict situations.

Leveraging Diversity - Recruits, develops, and retains a diverse high quality workforce. Leads and manages an inclusive workplace that maximizes the talents of each person. Ensures that equity and high expectations for all staff and students are ingrained in all aspects of the work of the KCPS. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Embraces the diversity of families and community partners and looks for mechanisms to expand the involvement of diverse community members in the work of the KCPS. Able to lead staff in ongoing conversations and self reflection about race and poverty.

Integrity/Honesty - Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to student achievement. Follows through on commitments, maintains an atmosphere of openness and transparency.

Team Building - Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

III. RESULTS DRIVEN

Accountability - Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for goals and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes. Holds self and others accountable to put the needs of students ahead of the needs of adults in the system in solving problems.

Customer Service - Balancing interests of a variety of stakeholders; readily readjusts priorities to respond to pressing and changing customer demands, both internal and external. Anticipates and meets the need of customers; maintains a high level of service; is committed to continuous improvement of services.

Decisiveness - Exercises good judgment by making sound and well-informed decisions that are data-driven; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

Entrepreneurship - Identifies opportunities to develop and implement new processes and programs within or outside of the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Problem Solving - Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems

Technical Credibility - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise, both educational and managerial. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.

IV. BUSINESS ACUMEN

Financial Management - Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost-benefit thinking to set priorities; monitors expenditures in support of programs and policies. Identifies cost-effective approaches.

Human Capital Management - Assesses current and future staffing needs based on organizational goals and budget realities. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised, and rewarded; takes corrective action when necessary.

Technology Management - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Develops strategies using new technology to enhance decision making. Understands the impact of technological changes on the organization.

V. BUILDING COALITIONS/COMMUNICATIONS

Influencing/Negotiating - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates "win-win" situations.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

Oral Communication - Makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering - Develops networks and builds alliances both internally and externally, engages in cross-functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal and external support bases.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality; recognizes the impact of alternative courses of action.

Written Communication - Expresses facts and ideas in writing in a clear, convincing and organized manner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires that the employee be able to sit, stand, walk, speak, hear, use hands, fingers, reach with hands and fingers, bend, stoop, lift objects of at least ten pounds.

TERMS OF EMPLOYMENT:

Length of work year: Twelve (12) months

Benefits: Retirement Programs, Health, Dental and Life Insurance are provided.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	(Salary commensurate with education and experience)
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Certificated
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Certificated
<i>Location</i>	Board of Education - Other	<i>Posting Status</i>	
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	07/01/2023
<i>Internal End Date</i>	<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Human Capital Management	<i>Title</i>	
<i>Location</i>	Board of Education - Other	<i>Phone</i>	816-418-7700
<i>Email</i>			

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Reference Check
---	------------	-----------------------------	-----------------------------------