

Roanoke City Public Schools

Chief Instructional & Administrative Officer (385)

JOB POSTING

Job Details

Title

Chief Instructional & Administrative Officer

Posting ID

385

Description

GENERAL STATEMENT OF JOB

The Chief Instructional and Administrative Officer serves as a pivotal leadership figure within Roanoke City Public Schools (RCPS), tasked with the strategic oversight and continuous improvement of all schools. This executive role encompasses promoting educational excellence, implementing innovative instructional programs, and fostering robust community engagement and partnerships. The Chief Instructional and Administrative Officer acts as a vital communication link between schools and the Superintendent, ensuring the effective articulation and implementation of division priorities, policies, and initiatives. This role is part of the Superintendent's cabinet and will serve on the division leadership team. The Chief Instructional and Administrative Officer reports to the Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Monitors and guides school improvement efforts through continuous evaluation and the application of sound management practices.

Facilitates crucial decision-making processes between schools and the Superintendent, ensuring clear and effective communication.

Provides opportunities for in-service growth for principals and assistant principals, enhancing leadership and instructional capabilities.

Utilizes personnel and resources within area schools to maximize learning opportunities and enhance educational outcomes.

Identifies needs within schools, serving as a liaison to communicate these to the Superintendent and seek resolutions collaboratively.

Develops and maintains positive relations between schools and the community, facilitating engagement and support.

Regularly assesses community opinions and attitudes, providing the Superintendent with insights on the community climate.

Identifies and informs the Superintendent of leadership potential among staff and community members.

Leads the development of school budgets and monitors expenditures to ensure fiscal responsibility.

Works with civic and government organizations to foster relationships that support educational objectives.

Encourages partnerships with community agencies to enhance educational opportunities.

Offers administrative guidance, ensuring decisions are supported by school board policies or state law.

Compiles school performance reports to assist in administrative guidance and school improvement strategies.

ADDITIONAL JOB FUNCTIONS

Supervises and conducts personnel administration duties for direct subordinates, evaluating, assigning special duties, monitoring attendance and travel reports, granting leave, and overseeing the calendar committee.

Monitors all principals to ensure classroom observations and evaluations of staff are complete.

Works collaboratively with the Chief Academic and Accountability Officer to ensure all instructional programs are executed to fidelity according to the Virginia Department of Education (VDOE).

Works collaboratively with the Chief Academic and Accountability Officer in planning Principals meetings.

Secures coverage for school administrators.

Leads the annual Leadership Academy for the division.

Assist with recruitment and retention of all school staff.

Responsible for new administrator professional development

Maintains various records and creates summary reports of the progress in the division.

Ensure compliance with Board of Education policies.

Assumes leadership role on the Superintendent's Cabinet; assists with long-range strategic planning; assists with developing system-wide budgets, plans, policies, and activities; performs various duties as assigned by Superintendent.

Prepares and delivers written and oral presentations to the Board of Education, School Board, principals, teachers, parents, and community groups; attends regular meetings of the School Board; conducts staff meetings; attends other related meetings.

Collaborates with school system departments, community agencies, local universities, research laboratories, etc.; seeks advice from, as well as shares information with each group; maintains contact with other school systems to share ideas and information.

Conducts special projects as requested; serves as a guest speaker at universities, makes presentations to the community, performs tasks requested by the Superintendent.

Oversees all schools Master Schedules to ensure compliance with state requirements.

Supervisory Responsibilities: Evaluate all direct reports and other administrators as assigned. Direct reports include but are not limited to Assistant Superintendent of Instruction and School Improvement, Executive Director of Special Education & Exceptional Learners, Senior Director of Alternate Programs and Student Accountability, Director of Athletics/Supervisor of Health and PE and High School Principals.

The duties of the Chief Instructional and Administrative Officer will have been satisfactorily performed when the evaluation of this person is at the standard or above on the applicable Performance Evaluation criteria.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in education administration. At least 10 years of combined experience in school administration and Central Office administration. Doctoral degree in Education is preferred. A postgraduate professional license endorsed in Administration and Supervision is required. Experience as a Principal is highly recommended and preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to

lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including education, legal and counseling terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference, and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of school operations, including familiarity with relevant federal, state, and local regulations and school board policies.

Proficient in organizational management, adhering to ethical standards, and understanding educational trends and standards, particularly the Virginia Standard Course of Study.

Skilled in staff development, innovative program planning, and fostering external partnerships to enhance academic services.

Capable of effectively managing large-scale programs, from conceptualization and budgeting to implementation and evaluation, ensuring alignment with strategic goals.

Strong ability to communicate, both orally and in writing, make impactful presentations, and engage constructively with the public and professionals in educational settings.

Adept at utilizing technology for administrative tasks, maintaining accurate records, and developing reports that inform decision-making processes.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

Shift Type

Full-Time

Salary Range

\$121,924.00 - \$203,312.00 / Per Year

Location

Administration on Douglass

Applications Accepted

Start Date

04/22/2024