

POSITION TITLE: Chief Learning Officer
FLSA: Exempt
REPRORTS TO: Superintendent



Purpose Statement

The Jefferson City Public Schools is currently seeking qualified applicants for the position of Chief Learning Officer to aid in serving the district's 9,000 students who attend 11 elementary schools, 2 middle schools, 2 high schools, 1 alternative school, 1 pre-school and a variety of alternative educational offerings and services.

The Chief Learning Officer (CLO) will provide executive level oversight for the District's departments and programs which support student learning. The CLO will work with applicable directors to ensure the highest possible level of service is delivered to students while fostering a culture of academic excellence. This position will serve as a member of the Superintendent's executive team.

Essential Functions

- Provides visionary leadership for the departments and programs which directly impact teaching and learning for the purpose of ensuring a common vision for student success.
- Establishes strategic objectives for student learning and ensures alignment between schools, departments, and programs that deliver that service for the purposes of furthering the District's strategic plan and ensuring student success.
- Supports and develops school leaders by gathering feedback from stakeholders, monitoring progress and coaching performance for the purpose of continuously improving academic achievement, and the school climate.
- Supports the implementation of instructional strategy and curriculum for the purposes of meeting the needs of the District's diverse learners and ensuring alignment to the expectations of the Board of Education, superintendent, national and state standards, and strategic goals.
- Evaluates (in partnership with applicable directors) the results of departments within the Learning Division for the purpose of ensuring objectives are achieved.
- Regularly observes teaching and learning process at the classroom level for the purpose of staying attuned to the needs of teachers and students.
- Participates in community engagement for the purposes of advocating for identified priorities and increasing community support.
- Performs personnel administrative functions (e.g. evaluating, supervising, training, etc.) for the purposes of enhancing productivity of personnel and achieving objectives within budget.
- Presents information to the Board, Department of Education, district staff, the general public, etc. for the purposes of communicating information and gaining feedback.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials for the purpose of documenting activities and issues, meeting compliance requirements and/or providing supporting materials for requested actions.
- Collaborates with internal and external personnel for the purpose of informing instructional practices.

- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures and/or monitoring program components.
- Supports the Superintendent for the purpose of serving as liaison with other District personnel, outside agencies and the public.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the District.

Knowledge, Skills and Ability

KNOWLEDGE is required to perform intermediate math; review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies and/or regulations; personnel processes; program planning and development; school budgeting, policies and audit procedures; concepts of grammar and punctuation; principles of public and fund accounting and budgeting.

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

ABILITY is required to schedule a significant number of activities, meetings and/or events; routinely gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing and maintaining positive relationships; setting high expectations for self and others; setting and monitoring progress toward goals; utilizing and offering effective feedback to continuously improve; collaborating and communicating effectively with internal and external stakeholders; applying critical thinking/problem solving to improve work processes; adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Experience

- 5 years of job related experience in educational leadership at the central office level, preferred
- Executive leadership experience, preferred

Education

- Master's degree in job-related area, required
- Doctorate degree in job-related area, preferred

Miscellaneous Requirements:

Clearances: Background clearance, the results of which must be satisfactory to the District, required

Work Environment & Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling, and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking and 5% standing. This job is performed in a generally clean and healthy environment.

Contact Information:

Human Resources
315 E Dunklin Street
Jefferson City MO 65101
573-659-3013

EQUAL OPPORTUNITY EMPLOYER**NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities.