



# CHIEF OF SCHOOLS

## SUMMARY/SCOPE/GOAL

Provide positive support to the Superintendent through the use of extensive oral and written communication to all stakeholders.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's Degree from an accredited educational institution.
- Minimum of three (3) years successful teaching experience.
- Minimum of five (5) years successful administrative experience in public education.
- A demonstrated knowledge in Florida law as it pertains to the operation of schools.

#### PREFERRED/DESIRED:

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Certified in Educational Leadership, Administration and/or Supervision or as a School Principal by the State of Florida.
- Must possess a valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. . Serve as a team member of the Superintendent's senior staff and participate in district-wide planning, development and evaluation to support school improvement initiatives and processes and align the use of financial and human resources to the District's goals and priorities.
2. . Represent the Superintendent of schools as needed to clearly articulate system priorities, policies, and interests.
3. Provide the management communication link essential to the decision-making process between school and the Superintendent.
4. Directly supervise and evaluate the performance of Area Directors and Principals.
5. Provide assistance with and opportunities for in-service growth for principals and assistant principals.
6. Lead the Area Directors and Principals in such a way as to have an effective leadership and management team.
7. Provide area-wide leadership for implementation of approved instructional programs.
8. Participate with other cabinet members in carrying out an approved plan for curriculum development.
9. Draw upon services of personnel in area schools to provide the best use of human resources to enhance learning opportunities.

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10. Identify and synthesize information on needs and provide liaison for area schools with service functions (keep Superintendent informed of areas of need, problem areas, conflict areas in each special service and work in concert with him to seek resolution).
11. Work to develop, maintain and enhance school-community relations and provide for liaison among schools and school communities in the area.
12. Constantly assess community opinion and attitudes and inform the Superintendent on the climate of the community.
13. Identify leadership potential in staff personnel and in community human resources and systematically inform and advise the superintendent on this matter.
14. Provide leadership in the development of school budgets. Review school budget expenditures.
15. Work with civic and governmental organizations to establish, maintain and enhance good relationships and promote activities of these organizations that complement the goals and objectives of the school system.
16. Work with community agencies to encourage educational partnerships with schools.
17. Provide extensive telephone communication to school administrators, parents and concerned citizens.
18. Provide administrative guidance with decision making skills which are reinforced by school board policy or state law.
19. Combine school performance reports to help with individual school administrative guidance.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Demonstrated oral and written communication skills; analyze data; extensive skills in managing conflict resolution; ability to make logical recommendations and/or decisions based on accurate information; time management skills; ability to travel from one worksite to another; knowledge of technology.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(S) SEDENTARY WORK**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites occasionally. Travel out of county occasionally.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	<u>Superintendent/Board/Legal</u>	<b>DEPARTMENT:</b>	<u>Superintendent/Board/Legal</u>
<b>TITLE CODE:</b>	<u>D0127</u>	<b>CONTENT BY:</b>	<u>Superintendent</u>
<b>GRADE:</b>	<u></u>	<b>COMPENSATION:</b>	<u>Human Resources</u>
<b>UNIT:</b>	<u>EXEC</u>	<b>LABOR RELATIONS:</b>	<u>Karyle Green, Ed.D.</u>
<b>LAST BOARD APVD:</b>	<u>Submitted 6/27/2023</u>	<b>CLASSIFICATION:</b>	<u>Karyle Green, Ed.D.</u>
<b>SCHEDULE:</b>	<u>8 hrs. – 12 mos.</u>		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	June 1998	Developed	Superintendent
1.1	6/15/2023	Update format to new version job description template.	Ellie Kelly – Human Resources
2.0	6/15/2023	Update title and functions to meet current job requirements.	Dr. Rendell - Superintendent
2.1	6/27/2023	Board Approved	Board

The above information on this 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 assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.