

**Job Title:** CHIEF INNOVATION OFFICER  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** March 25, 2024

### **Primary Purpose**

The Chief Innovation Officer is a Cabinet-level position who serves under the general direction of the Superintendent. The Chief Innovation Officer is the District's research and design leader, responsible for identifying and scaling creative ideas that work throughout the district, in partnership with our community. In addition, the Chief Innovation Officer (CIO) is responsible for setting the vision, direction, and strategic plan for Innovative Model Schools and serving as the point-person for Innovation Initiatives throughout the District. The CIO leads innovation school principals, identified innovation teams, and communities through the unique phases of, start-up, and expansion of schools and programs as well as provides instructional management and communications support to an identified portfolio of innovation schools. Quality school leadership is one of the leading factors determining student achievement. In addition to the overall vision-setting and strategic planning for the Innovative Schools model, the CIO will focus on supporting principals' growth as instructional leaders through direct management and coaching in these unique schools. The CIO is responsible for helping to recruit, select and assign principals for the Innovation Model Schools; supporting differentiated professional growth and resource sharing within the network and across the District; and building the leadership capacity of the District. Additionally, this person must be able to collect, analyze and use multiple sources of data, including research related to the design and implementation of new school models, to guide continuous improvement of schools.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Texas Mid-management or other appropriate Texas Principal certificate  
Texas Teacher Evaluation Support System (TTESS), preferred

### **Special Knowledge/Skills**

Demonstrated leadership skills  
Ability to problem solve, think critically and manage conflicts  
Ability to manage budget and personnel  
Ability to collect, analyze and use multiple sources of data  
Strong organizational, communication, public relations, and interpersonal skills  
Strong interest driving improvement in student achievement  
Work collaboratively to build consensus while also delivering exceptional results  
Inspire, manage and collaborate with a wide variety of internal and external stakeholders at all levels  
Be flexible, resilient and adaptable to changing priorities

### **Experience**

Five (5) years successful experience as a principal or district-level administrative leader  
Experience working collaboratively across key departments of a school district  
Central office experience supervising principals preferred  
Experience in research related to the design and implementation of new school models  
Experience working with both elementary and secondary level schools and programs

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **District Climate**

1. Facilitate communication and collaboration among campus administrators and district departmental leaders to enhance service delivery, program development and customer satisfaction, particularly around innovative schools and programs.
2. Set the vision and strategic plan for the District's model innovative schools and programs.
3. Serve as the District's expert on innovative school models and new approaches to teaching and learning.

4. Champion the creation of new schools and the redesign of existing schools that require extensive cross-departmental collaboration and internal consensus.
5. Create and sustain a network of local and national partnerships that contribute ideas and energy to the District's Innovative Model Schools.
6. Inform the Superintendent of developments in state, federal, and local laws and changes in public policy affecting education.
7. Provide leadership for the direction, coordination, integration and implementation for technology across the district.
8. Collaborate with the ACE Grant Director to ensure all mandates and requirements of the ACE Grant are planned, monitored and implemented.
9. Ensure collaboration, direction and implementation of all requirements and policies for the PreK-12 Counseling staff and Del Rio Cares program.
10. Plan, coordinate and implement the Summer School program for K-12, to include the ACE Summer Program for qualified campuses.
11. Ensure collaboration, direction and implementation of all requirements and policies for the CTE program.
12. Ensure collaboration, direction and implementation of all requirements and policies adhering to the PTECH Blueprint.
13. Ensure collaboration, direction and implementation of all requirements and policies adhering to the ECHS Blueprint.

#### **Instructional Leadership**

14. Guide and develop principals to provide learning environments that enable every student to achieve.
15. Guide principals in selecting and developing teams of outstanding educators.
16. Support and ensure the integration of the District's curriculum and instructional objectives at the campus level integrated with new and innovative teaching practices.
17. Coordinate and ensure the successful integration of evidence-based strategies to support the growth and success of all Innovative Schools and scale successful strategies to other campuses.
18. Enable innovation by ensuring campus level procedures align with District policy and by proposing new policies and procedures necessary to support innovative schools.
19. Identify the District's high-performing school practices and, as relevant, encourage the implementation of the practices across schools across the District.
20. Create professional learning communities to promote innovative thinking and collaborative learning among assigned portfolio of principals and instructional leaders.
21. Coordinate and provide input in the development of the District Improvement Plan and Campus Improvement Plans, and ensure that district and campus staff understand and incorporate required components of the plans.

#### **Organizational Leadership**

22. Work with selected principals to develop and launch new innovation schools.
23. Coordinate with District Human Resources to strategically deploy teaching teams in coordination with campus principals and in support of innovation schools.

24. Inform and coordinate with innovation Advisory Boards to leverage community assets and evolving opportunities for innovation schools.
25. Provide leadership and direction to assigned campus principals.
26. Serve as liaison between district operations and innovative campuses.

### **Organizational Management**

27. Provide administrative direction and leadership for the operational, financial and personnel resources of assigned campuses/departments to effectively support District and campus goals.
28. Develop, review and approve campus/departmental operating policies, procedures, and budgets.

### **Chief Innovation Officer's Role in Student Achievement**

29. Build a common vision for student achievement through innovation.
30. Manage performance of innovation schools by regularly and collaboratively reviewing campus and student level data with principals to drive continuous improvement.
31. Facilitate relevant research and evidence-based scaling efforts to replicate and expand innovation schools.
32. Invest and engage internal and external stakeholders in innovative school models and educational practices.
33. Direct planning activities and put programs in place with staff to ensure attainment of district's mission.
34. Develop, maintain and use information systems and records necessary to show progress on performance objectives that address the Texas Academic Performance Report indicators, campus improvement plans and district long-range plans.
35. Provide leadership as a member of a collaborative team to ensure that curriculum and instruction initiatives are aligned with District priorities.

### **Communication and Community Relations**

36. Develop buy-in for and excitement around innovation schools among internal and external stakeholders.
37. Demonstrate awareness of District and community needs and initiate activities to meet those needs.
38. Serve as a collaboration and communications liaison, internally between SFDRCSISD departments and externally with stakeholders and community members, related to District priorities, school performance and student achievement.
39. Advise program directors of grant availability and compliance reporting deadlines.
40. Collaborate to ensure an effective and successful annual Parent Conference.

### **Professional Learning**

41. Participate and facilitate principal and District staff development programs that improve job related skills and growth.
42. Coordinate and facilitate principal meetings for the portfolio of Innovative Schools.
43. Demonstrate current knowledge, understanding and skills appropriate to the role of Chief Innovation Officer.
44. Seek out and participate in professional development programs.

**Qualities of an Effective Chief Innovation Officer**

- 45. Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards.
- 46. Maintain an unwavering belief that all students can excel and has a commitment to high performance standards.
- 47. Keep informed of and comply with state, district, and campus policies affecting daily attendance, punctuality and confidentiality.
- 48. Comply with the Texas Educator Code of Ethics.

**Policy, Reports and Law**

- 49. Compile, maintain and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
- 50. Comply with policies established by State Board of Education rule, and local board policy.
- 51. Ensure integrity and accuracy of all district, campus, and student data reported.

**Supervisory Responsibilities**

- 52. Assist in supervision and evaluation performance of principals in Elementary STEM, Dual Language, New Tech Middle School, New Tech High School and PTECH.
- 53. Supervise the Program Directors for Fine Arts, Technology, CTE, Federal and State, and the ACE Grant.
- 54. Supervise staff of the District’s Office of Innovation.
- 55. Support a growing Innovation Team of trained teachers and teacher leaders.

**Other**

- 56. Maintain confidentiality of information.
- 57. Perform all other tasks and duties as assigned.

**EQUIPMENT USED**

Computer, computer software programs and peripherals, teacher resource materials and equipment, multi-line telephone, copier, fax machine, and other equipment applicable to position.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands:**

Maintain emotional control under stress  
Occasional district and statewide travel  
Occasional prolonged and irregular hours

\*\*\*\*\*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_