



**JOB TITLE:** Chief of Strategic Initiatives

**DATE REVISED:** December 2024

**REPORTS TO:** Superintendent of Schools

**POSITION TYPE:** Exempt, Non-Aligned, Salary, 12 months, Full Time

**SALARY RANGE:** Commensurate with Experience

**QUALIFICATIONS- REQUIRED:**

***Credentials***

- Masters degree in a related field (educational leadership, information systems, etc.), doctorate degree preferred
- Minimum 10 years of related professional experience, 15 years preferred
- Massachusetts DESE certification as Superintendent/Assistant Superintendent

***Knowledge, Skills and Abilities***

- Experience leading district departments of curriculum, school instructional programs, and operations towards strategic improvements/outcomes.
- Fluency with principles and techniques of budget preparation and control.
- Fluency with principles and practices of administration, supervision, and training.
- Knowledge of applicable laws, codes, regulations, policies, and procedures.

***Leadership Competencies***

- Politically savvy with the ability to build coalitions to support the school district's mission.
- Demonstrates a strong sense of ethics and values.
- Ability to work constructively with others and manage constituencies effectively.
- Results and outcome oriented.

***Ability To:***

- Communicate precisely using oral and written communication skills.
- Provide leadership and direction in the administrative and instructional functions of the district.
- Maintain current knowledge of, and adhere to, applicable provisions of federal, state, and district laws, rules, and regulations.
- Plan and organize programs.
- Contribute to strategic planning, initiatives and the development of objectives.
- Analyze problems, make decisions, and be responsible for those decisions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and timelines.
- Supervise and evaluate the performance of assigned staff.

- Lead strategic planning and restructuring, as requested.
- Apply theories, techniques and methodologies related to managing instruction and operations of a large, complex urban organization in a culturally diverse community.
- Use collaborative problem-solving methods.
- Apply principles and practices of administration and supervision.
- Apply knowledge of School and District operations, policies and objectives.
- Apply interpersonal skills using tact, patience and courtesy. Use technology tools to enhance core functions and communications.

#### **PHYSICAL DEMANDS:**

Physically capable of carrying out the daily responsibilities of the office including but not limited to: consistent attendance; stand; walk; reach with hands and arms; sit for prolonged periods at a desk while working on a computer. The employee must regularly lift and/or move up to 15 pounds and occasionally lift/or move up to 20 pounds.

#### **POSITION OVERVIEW:**

Under the direct supervision of the Superintendent, the Chief of Strategic Initiatives supports the attainment of the goals and objectives of the District's Strategic Plan and performs other duties as assigned by the Superintendent. The role and function of the Chief of Strategic Initiatives is to supervise on a constant, ongoing basis, the translation of the district's educational philosophy, goals, and objectives into actions that directly benefit each individual student. The Chief of Strategic Initiatives assists the Superintendent substantially and effectively by providing leadership in developing, supporting, communicating, aligning, calibrating and maintaining the highest quality educational programs and services. The Chief of Strategic Initiatives reports to the Superintendent and develops a culture of collaboration between the School Committee and District leaders that results in a shared vision for District success, as well as, forums to gain relevant and timely feedback from our community.

#### **ROLES AND RESPONSIBILITIES:**

##### ***Primary Duties and Responsibilities:***

- Provides strategic support to the Superintendent, with emphasis on District coherence.
- Serves as support to the Superintendent for the School Committee and administrative staff.
- Works cooperatively with all Senior District Administration to advance the educational mission of the District.
- Manages ongoing projects initiated by the Superintendent connected to the Strategic Plan and generates related management reports.
- Coordinates all District academic and nonacademic operations and activities including District operations and initiatives, and information flow from District Staff to and from the School Committee.
- Coordinates the development of the District's strategic plan.
- Participates with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs.
- Serves as a member of the Senior Leadership Team.
- Maintains constant communication and contact with the Superintendent concerning the overall operation of the district and strategic initiatives.
- Meets with various community agencies/partners regularly to support and coordinate the implementation of district-wide initiatives, and goals.
- Develops collaborative service delivery methods, design and develop effective teams and organizational structures; encourage effective new practices and methods; assure coordination of divisional activities with other units and contribute to school improvement efforts.
- Provides technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

- Coordinates long range planning activities.
- Prepares District level reports and manages special projects as directed.
- Performs other related duties as assigned.

**\*\*\*All employees must be vaccinated and maintain full vaccination as a condition of employment or work as an on-site vendor/contractor, unless they receive approval for a documented medical or religious exemption in accordance with relevant state and/or federal law. For a full copy of the Covid-19 vaccination policy please click [here](#).**

The Public Schools of Brookline is especially interested in qualified candidates who can contribute through their teaching or practice to the diversity and excellence of the PSB community.

The Public Schools of Brookline is an equal opportunity/affirmative action employer. Members of underrepresented groups and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

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