

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

CHIEF STRATEGIC OFFICER

POSITION: Chief Strategic Officer

REPORTS TO: Superintendent of Schools

LOCATION: Department of Strategic Planning and Communications

NATURE OF WORK:

Under the direction of the Superintendent of Schools, the Chief Strategic Officer provides leadership in the development and facilitation of strategic planning and systemic initiatives. The Chief Strategic Officer acts as a liaison with community and partner organizations and coordinates system events.

ESSENTIAL FUNCTIONS:

- Develops and implements systemic initiatives coordinated from the Superintendent's office;
- Encourages the development and use of multi-modal messaging tools to tell the story of the school system;
- Coordinates and directs the work of staff who manage social media, professional publications, system planning documents;
- Chairs committees which research, plan, and organize system initiatives;
- Provides leadership to ensure understanding and promotion of the educational objectives of the school system as well as communicates the adopted curriculum to professional staff and maintains a list of approved instructional materials;
- Provides leadership and guidance for activities related to the acquisition of systemic initiative grants and the implementation of programs related to such grants;
- Stays apprised of governmental statutes, regulations, and rules relating to curriculum and instructional programs;
- Represents the school system at meetings of such organizations and groups outside the school system;
- Supervises and evaluates the performance of the digital media team;
- Acts as a liaison with community and partner organizations that benefits the staff, students, and parents/guardians of the school system; and
- Plans, organizes, and coordinates system events including, but not limited to, recognition of staff and student achievements.

DUTIES AND RESPONSIBILITIES:

- Provides leadership in the development of the SMCPS 5 Year Strategic Master Plan, and ensures alignment with related system plans;
- Provides leadership in the School Improvement Planning process;
- Leads the development and facilitates the implementation of Employee Assessment Systems;
- Coordinates and directs the work of staff who manage social media, professional publications, system planning documents;
- Facilitates the development and publication of media to support system initiatives, professional development, and communication;
- Serves as primary liaison with community and partner organizations to support student, staff, and school system initiatives;

- Collaborates with system departments to deliver programs and events in recognition of staff and students;
- Facilitate cross-departmental initiatives and programs, such as SMCPS Summer Enrichment Programs;
- Facilitates evaluation of system initiatives, including surveys, evaluation, and research studies;
- Leads systemic initiatives and programs;
- Facilitates articulation with other offices of the school system to improve the operational and instructional progress in the schools;
- Facilitates the coordination of interagency cooperation for instructional functions in the school system;
- Remains current in terms of educational literature, research, and practices;
- Demonstrates and models effective and efficient use of technology; and
- Performs other tasks and responsibilities as the Superintendent of Schools may assign.

QUALIFICATIONS:

Basic certification for this position:

- Have earned a Master's degree and hold an endorsement for Superintendent under Maryland certification;
- Three years of successful teaching experience;
- Three years of central office and supervisory experience;
- Knowledge of instructional programs and teaching methodologies (PK-12);
- Demonstrates exemplary skills using technology effectively and efficiently;
- Experience with the evaluation of administrative staff;
- Experience with the development and implementation of the Master Plan, state/federal programs, and School Improvement Plan;
- Demonstrated qualities of outstanding leadership;
- Experience in working to close the achievement gap among all sub-groups with emphasis on minority and economic diversity;
- Experience with analysis of achievement data for intervention and instructional modification; and
- Exemplary skill in human relations and problem solving.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the Supervisors and Administrators personnel salary schedule (#5) – Range I.

BARGAINING UNIT ELIGIBILITY: Confidential - Exempt