CIO SAMPLE JOB DESCRIPTION

Primary Roles and Responsibilities

District X is an innovative school district, committed to reinventing our work with a focus on improving equity through creative, evidence-based changes and solutions. We're working to create the conditions for innovation to thrive by building a strong leadership team, including a Chief Innovation Officer, which will be focused on surfacing barriers to realizing our mission and vision and creatively solving for them. The CIO will lead internal systems change to eliminate those barriers and maintain an eye on the future to ensure that the district's work is truly strategic, transformative and student-centered.

The CIO leads district innovation for equity through collaboration, building new structures, partnerships and policies to enable those innovations to flourish. The CIO will be responsible for setting a future-looking course for the district that supports the district's mission and vision; supporting the professional growth of their team and others within the district in support of the innovation work; recruiting partners who will help implement our innovative work or bring new solutions and opportunities to the district; building understanding within and outside the district of the innovation work; and tracking and refining the work as it progresses.

The ideal candidate is a creative problem solver, exemplary communicator, deeply knowledgeable about systems and organizational change, believes in the power of public education, and is committed to creating more equitable opportunities for all students. The CIO will be responsible for:

> **Vision Setting:** The CIO is responsible for leading our annual performance management and monitoring cycle, resulting in an innovation agenda aligned to the district mission and student achievement goals.

> **Research, Design and Evaluation:** The CIO oversees the research, design and evaluation functions of the district, including qualitative and quantitative data cycles and monitoring school performance. This work includes effective stakeholder engagement and feedback to inform and co-create new strategies.

> **Partnership Cultivation and Management:** The CIO will cultivate new partners and programs to create solutions to meet the district priorities surfaced in the annual performance management cycle. This includes communicating about district needs, conducting outreach to potential partners, and then managing those partnerships balancing autonomy, expectations and coordination.

> **Systems Change:** The CIO will lead cross-organizationally to develop the policies, process and system structures needed for innovation to thrive and scale.

Skills and Qualifications

> **Vision Setting:**
  – Ability to create a shared vision in partnership with others
  – Demonstrates a deep commitment to equity and improving educational opportunities for all students
  – Ability to manage and set priorities in a rapidly changing and often ambiguous environment
  – Experience overseeing district strategy, planning, and/or performance management cycles preferred

> **Research, Design and Evaluation:**
  – Ability to identify, gather, and interpret needed data, including quantitative and qualitative analysis
  – Experience overseeing complex progress monitoring and evaluation efforts
  – Can use multiple data sources to inform daily and long-term decision-making
  – Experience managing charter authorizing or other similar program evaluation processes

- Commitment to seeking out the most promising ideas, evidence-based practices and research locally and nationally, and from within and outside of the education sector

> **Systems Change and Management:**
- Experience interpreting and creating policies, and aligned processes, to support school autonomy and diverse school and program models
- Deep knowledge of the current national education landscape and an understanding of the local context
- Knowledgeable of operations, team and program management
- Expertise in equity by design principles and facilitating user centered design
- Past success leading large-scale, sustainable change efforts

> **Communications and Political Navigation:**
- Exceptional written and verbal communication skills across a variety of audience types
- Ability to understand and communicate about data through compelling story telling
- Superb listening skills
- Proven track record of building collaborative relationships with diverse stakeholders in support of mission-driven work

> **Leadership Skills:**
- Experience in a leadership position with expertise in building effective teams, coaching and ensuring professional growth for team members
- Demonstrated ability to build and maintain relationships with people at a variety of professional levels—executive, managerial, administrative—both within and external to one's organization
- Ability to lead with humility, hold themselves and others accountable, and empower and inspire others toward a common goal