

Chief Transformation Officer

Job Description



Job Title: Chief Transformation Officer **FSLA:** Exempt

Reports to: Superintendent **Pay Grade:** CHIEF

Dept./School: Donaldson Administration Building **Calendar Days:** 226

Contract: Probationary/Term **Revised:** 6.13.19

Primary Purpose

The Chief Transformation 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 Transformation Officer (CTO) is responsible for setting the vision, direction, and strategic plan for Innovative School Models and serving as the point-person for Transformation Initiatives throughout 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.

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 school models, the CTO will develop a “Call for Quality Schools,” and subsequent creation of innovative and specialized school models, as well as the management and communications support to an identified portfolio of innovation schools. The CTO will support resource sharing within the network and across the district, and will build the leadership capacity of the district. The CTO will be the owner and driver of our partnerships, including [The Holdsworth Center](#), The New Teacher Project, and System of Great Schools, to support district-wide leadership development initiatives.

About Aldine ISD

Aldine Independent School District is located 17 miles north of downtown Houston, Texas. It encompasses more than 111 square miles of land in both urban and rural environments. The district’s student population exceeds 65,000. In addition, our student population is ethnically rich, and our staff demographics are as diverse as our students. The needs of our students are also diverse. Around 85% of our students are classified as economically disadvantaged. The district employs more than 10,000 people in a variety of roles.

Aldine ISD is committed to implementing evidence-based, innovative, and transformative school and program models to ensure all students have access to learning environments that meet their need.

Qualifications

Education/Certification:

- Master’s degree from an accredited four (4) year college or university
- Valid Mid-Management, Administrator, or Principal Certification or the ability to become Texas certificated
- Candidate must have satisfactory outcome of fingerprinting background check.

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Special Knowledge and 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, strategic planning and interpersonal skills
- Strong interest in urban education and 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
- Knowledge and expertise in writing grants

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 and specialized school models
- Experience working with both elementary and secondary level schools and programs

Qualities of an Effective Chief Transformation Officer:

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

Major Responsibilities and Duties

(The following statements describe the general purpose and responsibilities assigned and should not be construed as a list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

District Climate:

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

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- Champion the creation of new school models and the redesign of existing schools that require extensive cross-departmental collaboration and internal consensus
- Create and sustain a network of local and national partnerships that contribute ideas and energy to the district's innovative and specialized school models

Organizational Leadership:

- Work closely with the superintendent and cabinet to ensure that the Office of Transformation is a key driver of student achievement in Aldine
- Facilitate participation and planning within System of Great Schools cohort
- Work with key district leaders and external partners to create a vision for and facilitate a "Call for Quality Schools"
- Work with selected principals to develop and launch new and specialized school models
- Coordinate with Human Resources Department to strategically deploy teaching teams in coordination with campus principals and in support of innovative and specialized school models
- Inform and coordinate with stakeholder groups to leverage community assets and evolving opportunities for innovative and specialized school models
- Provide leadership and direction to assigned innovation campus principals to continuously drive student achievement
- Serve as liaison between district operations and innovative and / or specialized campuses
- Work in partnership with the Communications Department to develop buy-in and excitement for innovative and specialized school models with both internal and external stakeholders

Organizational Management:

- Provide administrative direction and leadership for the operational, financial and personnel resources of assigned campuses/departments to effectively support district and campus goals
- Develop, review and approve campus/departamental operating policies, procedures, and budgets
- Coordinate and facilitate principal meetings for the portfolio of innovative and specialized schools
- Manage in-district charter authorizing process

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Supervisory Responsibilities

Supervision of assigned staff

Work Environment

Mental Demands: This position is “high profile,” and may be responsible for handling highly charged public situations as well as interacting with the press

Work with frequent interruptions, maintain emotional control under stress

Physical Demands/Environmental Factors: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide and occasional statewide travel

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

It is the policy of Aldine ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

To apply for this position, apply at this [link](#).

Reviewed by _____ Date _____

Received by _____ Date _____