



Parlier Unified School District

900 Newmark Avenue
Parlier, CA. 93648
(559) 646-2731
Fax (559) 888-0210

Position Title: Chief Administration Officer

Reports To: Superintendent

Salary: \$123,328 - \$151,678

Classification: Certificated Administration

Work Year: 225 Days

Board Approved: TBD

PRIMARY FUNCTION:

In support of improving student achievement, providing a supportive environment and empowering our community, the Chief Administration Officer (CAO) will manage and have oversight of teams in the District Administration Office, including Human Resources, Communications, Family and Community Empowerment, Child Welfare and Attendance, Enrollment, and Health. The Chief Administration Officer is responsible for ensuring the full suite of talent systems - from pipelines to recruitment to hiring to development to evaluation - is aligned to the organization's vision, and that HR systems are streamlined, professional, and in compliance, creating a culture that centers student learning by ensuring educators have a productive and sustainable work environment. The Chief Administration Officer is also responsible for ensuring that all schools are fully enrolled and attended and that they are actively empowering parents to be authentic partners and an integral part of our system. In addition, the CAO oversees compliance with all health protocols.

The Chief Administration Officer must have a thorough understanding of the organization's policies and overall mission, and how each is best executed. The CAO ensures that staff are provided with required training, organizational procedures, and that legal and administrative policies are followed.

Additionally, the CAO sets the tone for the organization in terms of teamwork and culture and plays a key role in strategic policy development for the District and ensuring that administrative services are provided in an effective and efficient manner to support the operational running and strategic aims of Parlier Unified School District.

The Chief Administration Officer executes and learns quickly, has a practice of reflection and analysis of self and systems for efficiency of behaviors and practices, deep expertise in human resources, enrollment, and health/safety practices, family and community empowerment, and a belief in the ability of people to grow and the skills to move people to change, a systems-orientation, and high attention to detail.

This position reports directly to the Superintendent, serves on the Executive Cabinet, and manages teams within the Administration Office. The Chief Administration Officer advocates for students, staff, and parents while facilitating the collaboration between site administrators, district leaders and other stakeholders.

Advancement to this position requires site administrative experience, an administrative credential plus the demonstrated ability either through coursework or experience to support and supervise various Certificated and/or Classified support staff within the department in all levels. Prospective candidates should also have thorough knowledge of education codes and labor laws and have been a part of labor negotiations.

ASSIGNED RESPONSIBILITIES:

1. Ensures that there are appropriate functional strategies in place to support District strategies, programs, and personnel and oversees implementation; Collaborates with all members of the district leadership team to ensure coordinated planning and consistent implementation
2. Oversees the setting of goals/objectives and evaluation of performance for each of the departments within administrative services and promotes a culture of innovation, flexibility and quality in all aspects Oversees Staff Evaluation/ Feedback processes throughout the District and reviews annually for the continued improvement of these processes over time
3. Leads development of a talent strategy that aligns all talent systems - with a particular focus on pipelines, hiring, professional development, performance evaluation and career paths/succession
4. Sets vision for how the organization attracts, develops and retains talent, and regularly uses to data to continually improve progress towards vision and ensures appropriate legal guidelines are followed by the District with all personnel matters
5. Ensures talent strategy and positions the organization as an “employer of choice” for top talent within the sector; champions talent strategy as an organization-wide priority
6. Promotes a culture that authentically values talent, with a focus on high performance and retention, and celebrates employee contributions to mission
7. Oversees a high-quality HR operation, including development of HR policies and competitive benefits and compensation programs
8. Acts as coach and sounding board for leaders within organization and builds their capacity to develop and retain staff
9. Leads negotiations and collective bargaining in a way that centers the impacts of decisions on students
10. Presents and reviews all personnel decisions at Board Meetings, including Open and Closed Session items
11. Leads development of marketing/communications strategies that drive to achieve the organization’s strategic plan
12. Delivers oral and written communication to variety of audiences and represents the District externally, acting as Public Relations/Communications Officer when needed
13. Represents the District as Title IX Representative and provides oversight on Title IX issues
14. Develops multi-year strategy and implementation plan to reimagine family engagement so that families are empowered to be authentic partners and an integral part of our network
15. Ensures families are decision-makers within their schools, resulting in higher student outcomes and greater family retention and satisfaction
16. Responds and takes action on Public and Staff Complaints, following the legal complaint process for each issue
17. Collaborates with Principals and Enrollment/Attendance team(s) to oversee enrollment and attendance efforts at all schools, including short- and long-term strategies for attendance improvement
18. Supports smooth operations of the administrative and technical aspects of the enrollment process

19. Evaluates the overall effectiveness, productivity, and responsiveness of department work and implements change as needed and the alignment and coordination of departmental duties and responsibilities
20. Other duties as assigned

QUALIFICATIONS:

1. Commitment and proven track record of leadership towards the mission of organizations
2. Expert knowledge, understanding and experience in Human Resources and/or Family and Community Empowerment preferred
3. Excellent written and verbal communication skills, including ability to convey complex information to a variety of audiences
4. Strong organizational and project management skills; ability to prepare, review and analyze data
5. Effective leadership of adults, including coaching, evaluation, and team-building among a variety of stakeholders
6. Knowledge of labor laws and education codes pertaining to employee issues and experience with labor relations and negotiations.

EDUCATION AND EXPERIENCE:

1. A minimum of five years of successful classroom teaching experience.
2. A minimum of five years of successful site-level administrative experience.
3. Demonstrated achievement as a site or district-level administrator, with hiring, evaluating, supervising, discipline of employees as a key aspect of prior work experience
4. California Administrative Service Credential
5. Bachelor's Degree- required; Master's Degree, preferred; Doctoral Degree, preferred

Employee Signature

Date

Witness Signature

Date

Parlier Unified School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/ national origin, immigration status, ethnic group identification/ ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact the District Equity Officer: Scott Griffin, (Human Resources Director); 900 Newmark Ave. Parlier CA 93648. Phone: (559) 646-2731 Email: scott.griffin@parlierunified.org; and Title IX Compliance Officer: Scott Griffin, (Human Resources Director); 900 Newmark Ave. Parlier CA 93648. Phone: (559) 646-2731 Email: scott.griffin@parlierunified.org