



Parlier Unified School District

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

Position Title: Chief Education Officer

Reports To: Superintendent

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

Classification: Certificated Administration

Work Year: 225 Day

Board Approved: June 22, 2021

PRIMARY FUNCTION:

In support of improving student achievement, providing a supportive environment and empowering our community, the Chief Education Officer directs, oversees, and administers all academic programs, instructional initiatives, and educational services including those encompassed in Curriculum/ Instruction, Special Education/Student Support Services, State and Federal Programs, Alternative Education, Early Education and Adult Education. The CEO also provides leadership, direction, and supervision to Directors, Coordinators and other assigned staff. The CEO also serves as a member of the Superintendent's Executive Cabinet.

The Chief Education Officer advocates for students, staff, and parents while facilitating the collaboration between site administrators, district leaders and other stakeholders. The Education Services Department will focus on providing support in Tier 1 Instruction, Tier 2 Instruction, Tier 3 Instruction, MTSS, special education, curriculum, assessment and data analysis and professional development to all stakeholders throughout the district.

Advancement to this position requires site administrative experience, an administrative credential plus the demonstrated ability either through coursework or experience to support and supervise directors, coordinators, various teachers on special assignments, and various support staff within the department.

ASSIGNED RESPONSIBILITIES:

1. Assists the Superintendent in supervising the District's instructional programs and curriculum.
2. Studies, evaluates, and as appropriate, recommends to the Superintendent the adoption of new instructional materials, methods, and programs.
3. Coordinates the management of, and personnel for, the Curriculum/Instruction, Student Services, State/Federal, and Alternative Education Departments to ensure productivity and efficiency.
4. Provides oversight and supervision to Directors and Coordinators, who are responsible for the following areas: Curriculum and Instruction; Data and Assessment; Instructional Programs including Alternative and Adult Education, Summer School, and Intercessions; Library Media Services; Professional Learning; the Regional Occupational Program; Special Education/Student Support Services; and State/Federal Programs.
5. Evaluates the alignment and coordination of departmental duties and responsibilities; evaluates the overall effectiveness, productivity, and responsiveness of department work; implements change as needed.

6. Leads district- and site-level personnel in the development and implementation of instructional systems and practices that encourage rigorous, developmentally appropriate, and culturally relevant academic learning across all content areas for all students.
7. Supervises the coordination and articulation of all tenets of instructional programs for all students, TK-12th grade and adult school.
8. Foster a work environment that is student-centered, results-oriented, and focused on instructional improvements and increased student achievement for every child.
9. Collaborate with all members of the district leadership team to ensure coordinated planning and consistent implementation of district strategic programs, projects, and initiatives.
10. Plan, implement, and evaluate instructional programs including learning objectives, instructional strategies, and assessment techniques with academic team, teaching strategists, literacy teaching coaches, and principals to ensure the alignment of school programs with the district vision.
11. Develops and maintains an evaluation system to assess the progress towards District established standards of achievement in all curricular areas; evaluates District and school performance; communicates performance results to the Board on a regular basis.
12. Works in conjunction with the Chief Business Officer, to develop and monitor budgets for supervised programs.
13. Works in conjunction with the Chief Administrative Officer to select qualified staff for all functions of the Educational Services Division.
14. Works in conjunction with the Chief Administrative Officer, the Director of Curriculum and Instruction, support staff, and site administrators to ensure certificated implementation of the California Standards for the Teaching Profession.
15. Works in conjunction with the Director of Categorical Programs and Compliance to ensure site- and district-level input into all local, state and federal reporting requirements. Also ensures that appropriate stakeholder input has been obtained.
16. Works in conjunction with the Director of Special Education to ensure appropriate oversight of student services is provided to students with special needs.
17. Works in conjunction with the Director of Curriculum and Instruction to ensure all Tier 1 instructional services are provided.
18. Attends and participates in various meetings pertaining to the Educational Services Division.
19. Evaluates the job performance of certificated Directors and assigned classified, certificated, confidential, and administrative staff.
20. Serves as a member of the Superintendent's Executive Cabinet and the District Administrative Team.

QUALIFICATIONS:

1. Effective leadership of adults, including coaching, evaluation, and team-building among a variety of stakeholders.
2. Knowledge of Special Education, English Learner, Migrant, Foster Youth programs, Alternative Education settings, Early childhood programs and adult education.

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 an educational leader with vision and strong instructional insight, including specific evidence of improvement in student learning as a result of the candidate’s leadership
4. California Administrative Service Credential, required
5. Master’s Degree, required
6. Doctorate Degree, preferred

Employee Signature

Date

Witnessed By

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.o