



Hartford Public Schools

330 Wethersfield Avenue, Hartford, CT 06114 | www.hartfordschools.org

*An invitation to apply
for the position of:*

CHIEF OF SCHOOLS & INNOVATION

ANNOUNCEMENT OF VACANCY

The Hartford Board of Education seeks an outstanding leader for the position of Chief of Schools and Innovation and invites qualified and interested candidates to apply. Cooperative Educational Services Executive Searches will facilitate the search on behalf of the Board of Education. The Hartford Board of Education expects the new chief of schools to assume full responsibilities of the position on July 1, 2023, or as soon thereafter as possible.

CONTRACT PROVISIONS

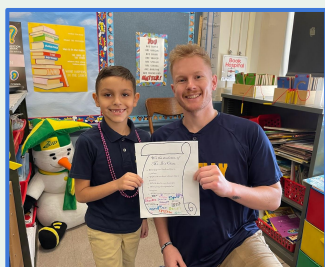
The Hartford Public Schools Chief of Schools and Innovation position is a significant leadership opportunity with a 12-month work year with an annual evaluation. This is a non-bargaining grid position and compensation will be based on an individual employment contract.

HARTFORD PUBLIC SCHOOLS

The school district serves nearly 16,800 students in 39 public schools and programs. The mission of the district is to partner with families and communities to inspire and prepare all students to meet success in and beyond school with a vision that students will graduate ready to transform the world.

ABOUT THE AREA

Hartford is the Capital city and home to some of the largest corporations in Connecticut that provide over 65,000 jobs right here in Hartford. As the seat of state government and as an employment center, Hartford is a great place to live, work, and play if you want to be close to work and close to home. Hartford is the center of the Capitol Regions arts and entertainment.



CANDIDATE PROFILE

PRIMARY FUNCTION:

The Chief of Schools and Innovation will provide leadership to prekindergarten through grade twelve principals in the areas of curriculum, teaching and learning, school improvement planning, professional development, student assessment, culture and climate, and school organization through supervision of a team of Executive Directors of School Leadership. In addition, the Chief of Schools and Innovation will serve as the supervisor of those Principals leading schools in the HPS Innovation Network and take a lead role in supporting and evaluating school-driven and collaboratively designed innovation in the systems, structures, and practice of school. The Chief of Schools and Innovation will have a relentless focus on data to manage performance and outcomes, and will model continuous improvement by providing differentiated guidance, support, and supervision to Principals through the leveraging of central office and financial resources to improve teaching and learning in all schools.

The Chief of Schools and Innovations will have a relentless focus on data to manage performance and outcomes, and a laser focus on accelerating equity and organizational excellence by achievement of the overarching priorities of the Hartford Public Schools:

High Quality Teaching and Learning: High quality instruction and support to ensure students graduate ready for life, college, career, and success.

Welcoming Culture and Nurturing Climate: Cultivate inclusive, innovative, collaborative, and engaging learning environments in safe buildings.

Engaging Family and Community Partnerships: Extend student learning opportunities through engaged family and community partnerships.

Skillful Staff and Effective Operations: Maintain a high level of operational effectiveness with skilled staff, modern facilities, financial integrity, and accountability systems.

SKILLS AND ABILITIES:

The following characteristics and physical skills are important for the successful performance of assigned duties:

- **Empathy and commitment to the mission**
- **Communication, interpersonal and team skills**
- **Problem solving and systems thinking**
- **Leadership skills**

MINIMUM QUALIFICATIONS:

- Reform-minded, innovative thinker and leader focused on students first
- Experience as a senior executive district leader (chief of schools preferred)
- Extensive (over 8 years) relevant work experience, primarily as a school principal
- Extensive knowledge of all aspects of school district operations
- High standards of ethics, honesty, and integrity
- CT 092 Certification
- Ability to effectively manage people and change



CANDIDATE PROFILE

CORE RESPONSIBILITIES:

Responsibilities will include but not be limited to the following:

- ★ Participate in Superintendent's Cabinet to address educational systems and district operations through Strategic Operating Plan monitoring and implementation
- ★ Provide professional learning to the Senior Leadership Team to create the conditions for leaders to lead for learning district-wide and effectively support schools
- ★ Ensure alignment of instructional, human, and financial resources with system's priorities and strategic plan
- ★ Collaborate with the Office of Finance and Office of Talent Management regarding budget priorities, budget formation, budget adjustments, and management of the impact to schools
- ★ Collaborate with the Chiefs of Academics, Family and Community Partnerships, Finance, and the Assistant Superintendent for Student Support Services to meet district priorities
- ★ Supervise, coach, and evaluate Executive Directors of School Leadership, including but not limited to core competencies in their coaching and evaluation of Principals, including budget development and management, instructional leadership, program implementation and effectiveness, community and parent involvement, and staff and student performance
- ★ Supervise, coach, and evaluate Innovation Network Principals, including but not limited to core competencies: instructional leadership, budget development and management, program implementation and effectiveness, community and parent involvement, and staff and student performance
- ★ Prioritize opportunities for school-driven and collaboratively designed innovation in the systems, structures, and practice of school.
- ★ Create a culture of high engagement and expectations with principals and other administrators during all professional learning activities
- ★ Act as Superintendent's designee for the hiring process for principals and partner with the Office of Talent Management regarding staffing and personnel matters
- ★ Act as Superintendent's designee for school design, programming, status change, facility improvement, building projects, and partners, as needed
- ★ Provide educational leadership, administrative direction, supervision, and technical assistance and support to schools
- ★ Act as Superintendent's designee for schools relative to special status – Commissioner's Network, School Improvement grants, Alliance grants, etc., including but not limited to representing the district at the State level
- ★ Lead, assist, and monitor the implementation of district initiatives and programs
- ★ Design, develop and inform policies, standards, and vision at the district level to support all schools
- ★ Assist principals in the development of appropriate professional learning for faculty and staff
- ★ Serve as the Superintendent's designee in school improvement planning, policy implementation, and community relations
- ★ Coordinate all high school commencement exercises
- ★ Other responsibilities as assigned by the Deputy Superintendent and/or Superintendent

COMPLETED APPLICATION PACKETS ARE COMPRISED OF THE FOLLOWING:



- Cover letter outlining qualifications for position and interest in this specific position.
- Copy of updated, complete resume which includes a chronology of work history and educational background and a preferred email address and phone contact.
- Copy of Connecticut Intermediate Administrative Certification (092)
- Copy of an advanced degree in education or related area (Doctorate in Educational Leadership or related field and 093 *preferred*)
- Copies of transcripts for all degrees held from all granting colleges/universities.
(Finalist candidates will be required to supply official transcripts.)
- Three signed letters of reference from current or former employers and professional contacts.
(Please limit reference letters to three letters written within the past year.)

Application packets are due via email to Cooperative Educational Services by 2 p.m. on Wednesday, June 7, 2023. Applications **MUST** be submitted as ONE PDF file and emailed to executivesearches@cestrumbull.org. Applications will be reviewed upon receipt and interviews may be conducted on a rolling basis. Applications will be accepted until a candidate is selected, but no later than the deadline above. All inquiries related to the open position should be directed to: Dr. Charles Dumais (203-365-8801 or dumaisc@cestrumbull.org).