



Chief of Schools and Leadership

Reports to:	Superintendent	FLSA Status:	Exempt
Department:	Schools and Leadership	Structure/Grade:	DPC
Division:	Schools and Leadership	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Reports directly to the Superintendent and serves in the second highest tier of administration in the organization; ensures the daily implementation of Accountability and Continuous Improvement functions which are fundamental to the effective and efficient operation of the District; has oversight responsibility for the planning, organization, monitoring and coordination of leadership, and direction for the efficient operation and academic management of schools in accordance with Board policy and strategic initiatives. The Chief of Schools supervises the Area Superintendents, and has regular contact with school administrators, district leadership, and Central Office staff.

Essential Job Duties

- Provides leadership and oversight of Area Superintendents and school leaders. Builds systemic, coherent alignment across these areas and individuals. Develop the skills of leaders across teams to design, test, iterate and measure ideas that transform schooling.
- Ensures all team members are accountable for meeting clear expectations and supporting the implementation of the strategic plan initiatives related to the operation of the schools.
- Assists Area Superintendents and their teams in root cause analyses, develops theories of action, and builds coherent multi-year strategies.
- Supports Area Superintendents with assessing, planning, and implementing training for principals and other instructional staff; cultivates Instructional Leaders to ensure the development of high-performing school teams that integrate a data-driven, equity-focused, and multi-tiered approach to increasing student achievement.
- Provides strategic leadership in the design, planning, implementation, and evaluation of goals, short and long-range plans, and programs in the areas of school improvement plans and overall school performance.
- Oversees the leadership development program to assist in developing, monitoring, and coordinating training and development opportunities for aspiring, novice, and experienced teacher leaders, school administrators, and district-based administrators.
- Supervises the leadership development program of DCSD leaders to cultivate and ensure high performing school support teams that integrate a data-driven, equity focused, and multi-tiered approach to leadership.
- Works with Area Superintendents to closely monitor school improvement through a cycle of continuous improvement and sound management practices and provides frequent, actionable feedback to improve leadership practice and achieve better results.



- Collaborates with Chief Academic Officer to develop communication systems that ensure a smooth flow of information (both vertically and horizontally), enable concentrated energy on highest-priority goals for each school, and ensure shared best practices across schools.
- Drives coherence among instructional and leadership development initiatives for school leaders and school teams in collaboration with other district office departments.
- Maintains a cutting-edge awareness of promising practices and innovations in programs and policies for teaching, learning, and school design that can be utilized/implemented to increase student achievement in all categories of students.
- Coordinates effectively with the Chief Academic Officer to ensure standards-aligned curriculum, assessments, and instructional practices are implemented with fidelity.
- Performs other duties as assigned.

Qualifications

- Master's degree from an approved accredited college or university required.
- Minimum ten (10) years of progressively responsible administrative and supervisory experience in a school system setting or as an executive with demonstrated successful advancement through the administrative or executive managerial hierarchy, as appropriate, required.

Knowledge, Skills, and Abilities

- Knowledge of effective change management for culture, systems, and practices, organizational and department planning and operational procedures
- Knowledge of the organization of a specific assigned area
- Knowledge of curriculum and instruction and other student-related services
- Knowledge of school turn-around practices
- Knowledge of budgeting and spending, labor issues, and efficiencies
- Skilled in coordinating and collaborating with federal, state, regional, and local organizations, and departments to establish and execute responsibilities.
- Skilled in administration and management skills gained through increasingly responsible management positions.
- Skilled in recruiting, training, and motivating employees
- Effective oral, written, and interpersonal communication skills
- Skilled in administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 5/19/2026



- Ability to establish objectives and procedures governing the performance of assigned activities among employees.
- Ability to develop and understand financial and/or operating reports; maintain confidential information
- Ability to analyze, interpret and report test data.
- Ability to use relevant computer applications, prioritize assignments and manage multiple tasks simultaneously.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 5/19/2026