

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: CHIEF INNOVATION

special projects at the executive-level;
serve as a member of Cabinet; represent and act on behalf of the Superintendent as directed; develop
and lead a district-wide communications and marketing strategy

Correct English usage, grammar, spelling, punctuation and vocabulary.
Operate standard office equipment, including computer and assigned software.

ABILITY TO:

Plan, develop and organize proposals, processes, projects and events.
Represent the District before the public in a proactive and media-sensitive manner.
Communicate clearly and persuasively both orally and in writing to a variety of readers.
Demonstrate initiative, resourcefulness and energy in accomplishing objectives.
Solve complex, organization-wide problems and demonstrate leadership in the development and implementation of change.
Plan and implement a specific, targeted course of action to ensure success in all areas of responsibility; take responsibility and accept personal accountability for assigned functions.
Prepare comprehensive narrative and statistical reports.
Manage the maintenance of a variety of reports, records and files related to assigned activities.
Prepare and deliver formal public presentations.
Establish and maintain cooperative and effective working relationships with elected officials, District administrators, union representatives, employees, parents, community members, and individuals of other public and private organizations and with all racial, ethnic, and socioeconomic groups.
Exercise professional and appropriate judgment.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work and effectively manage simultaneous projects to meet schedules and time lines.
Apply principles and practices of administration and supervision.
Operate a computer and assigned office equipment.

LICENSES AND OTHER REQUIREMENTS:

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Ability to maintain automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office and/or school environment.
Driving a vehicle to conduct work.
Subject to attending meetings and conducting work during day and evening hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read a variety of materials and computer screen for extended periods of time.
Sitting, standing or walking for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

Chief