

JOB TITLE
CHIEF ACADEMIC OFFICER

DIVISION
ACADEMIC SERVICES

REPORTS TO
SUPERINTENDENT OF
SCHOOLS

SALARY SCHEDULE & GRADE
IV, GRADE 18

LENGTH OF WORK YEAR
260 DAYS

DATE
JANUARY 11, 2016

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the operations of Academic Services Division. Oversees the planning, development, assessment, and improvement of instructional and educational programs. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of educational opportunities for PreK-12 school students. Responsible for the implementation of District policies and programs related to instruction and educational services.

PERFORMANCE RESPONSIBILITIES

1. Administers the overall instructional activities of the District's PreK-12 schools and integrates the overall instructional program with the services of other District organizational units to provide the most efficient and effective education possible for students.
2. Provides leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives.
3. Holds the schools accountable for achieving results in student learning.
4. Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices.
5. Establishes, monitors and maintains procedures that enable the division of Academic Services to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission.
6. Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the PreK-12 instructional programs.
7. Attends all meetings of the Board of Education and interprets, when requested by the Superintendent of Schools, the instructional programs and support efforts to the Board of Education and the public.
8. Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources assigned to the Chief of Academic Services.
9. Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs.
10. Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign.
11. Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that schools are organized and administrated in a manner which promotes student learning and accomplishes the goals of the District.
12. Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment.
13. Performs other duties as assigned by the Superintendent of Schools.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's Degree with Kentucky Professional Certification in Administration
2. Five (5) years successful administrative and management experience
3. Three (3) years successful experience as a teacher
4. Ability to absorb, analyze, organize and communicate information and ideas
5. Knowledge of current instructional programs and innovations; knowledge of student needs in the area of instruction
6. Understanding of systems management
7. Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

1. Experience in urban/suburban school district with student population representing cultural plurality
2. Advanced preparation or doctorate

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