

## **Job Title: Chief Academic Officer**

Contract Length: 240 Days

### **I. Job Summary**

Develops, oversees, and manages the day to day operations in the areas of elementary, middle and high school education. Works with superintendent to assist teachers in coordination of curriculum and instructional practices within and among the schools in the district.

#### **II. Position Requirements:**

- a. Master's Degree
- b. Five (5) years' experience in the areas of data analysis, assessment, curriculum, and school improvement planning.
- c. At least three (3) years of successful teaching experience

### **III. Essential Duties**

#### **A. Curriculum & Instruction**

1. Provide leadership in all district programs relating to curriculum and instruction.
2. Assist principals and teachers in articulating instructional practices within and among schools.
3. Supervise and coordinate staff in providing support for learning among students and staff.
4. Coordinate and facilitate the selection and purchase of instructional materials in the district.
5. Facilitate planning processes within schools and across the district.
6. Manage committees that influence decisions in curriculum and instruction.
7. Carry out projects that are assigned by the superintendent to enhance the overall operation of the district.
8. Demonstrates effective administrative skills, communication skills, organizational skills, problem-solving and decision-making skills.
9. Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
10. Demonstrates positive, professional relationships with district personnel, parents and community.
11. Work with directors of transportation, vehicle maintenance, food services, buildings and grounds, technology maintenance, employee wages and benefits, accounts payable, and student support to insure effective and efficient operation of services.

#### **B. Assessment**

1. Directs and interprets district student assessment program as related to state required assessments, serves as the district contact on questions related to assessment data, communication, etc.
2. Directs assessment for student identification purposes and assists program coordinators with data analysis, interpretation, and communication.
3. Assists schools with identification of innovative assessment programs, manages purchasing/order process as schools implement assessment programs.
4. Communicates assessment progress, needs, and changes to key stakeholders in the district.
5. Coordinates and facilitates the implementation of School and District Report Cards.
6. Assists/coaches teachers in integrating formative assessment practices in schools and individual classrooms. This includes assisting teachers as they develop assessment items, analyze student work, and making instructional decisions based on the results of those assessments.
7. Actively participate in appropriate state-level organizations that will keep the district informed and prepared for assessment innovations as they emerge.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Chief Academic Officer will be required to follow any other instructions and to perform any other related duties as assigned by the superintendent.

Approvals:

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

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Signature

Date

Approved by the Board: