

Chief Academic Officer

Reports to – Superintendent

The Chief Academic Officer (CAO) will oversee, manage and lead the development, selection, implementation, evaluation and refinement of the District's PreK-12 academic programming, curricula, and assessment system to help Gallatin County Schools accelerate student achievement. The CAO will develop and implement strategies for achieving academic excellence through the improvement of the quality of teaching and learning, instructional programming, and efforts designed to improve student achievement. The will direct and collaborate with other central office leaders to assist the Superintendent in developing a powerful vision for academic leadership, learning, and innovation that will provide a future ready educational experience for all students and professionals.

PERFORMANCE RESPONSIBILITIES

1. Develops and implements strategies for achieving academic excellence by improving the quality of teaching and learning and instructional programs.
2. Supervises and leads the Districts' PreK-12 curriculum, instruction, assessment, and professional development.
3. Ensures all students are offered an appropriate academic program that possesses the differentiation and rigor necessary to prepare them for college and/or career success.
4. Monitors the rigor of the academic offerings in all schools and defines the education delivery model to create consistency for student offerings across the District.
5. Ensures that the curricula are consistent with the District's goals for increasing student achievement, and that there is an appropriate and logical alignment to District, State and Federal accountability programs.
6. Prepare and distribute informational reports that detail performance trends and describe the status of instructional activity across various academic strata; disseminates and interprets the results to administrators, teachers, and parents as appropriate.
7. Ensures that English as a Second Language (ESL) programming is effective and efficient in meeting the needs of the district's English Language Learners.
8. Uses multiple sources of data, including student performance data, to effect changes in curriculum, assessment, programs, teaching and leadership practices, as well as the attitudes of stakeholders about needed changes.
9. Provides guidance in the selection and use of textbooks and other instructional materials.
10. Works with teachers in the preparation of curriculum materials.
11. Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.
12. Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the advancement of education.
13. Collaborates with the Principals in the development and implementation of school and district Comprehensive Improvement Plans.
14. Assists with all assessment and accountability programs, data analysis and interpretation.
15. Work closely with SBDM councils to assure their involvement in the educational process decisions for each school.


16. Complete annual evaluations for persons working under the CAO's supervision and assist Superintendent in evaluation of building principals.
17. Provide administrative leadership to prepare, monitor, evaluate and develop resource allocation in alignment with federal and state funds.
18. Performs other duties as assigned by the Superintendent.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

1. Principal Certification Required
2. Instructional Supervisor Certification Preferred
3. Prefer 5 years' administrative experience
4. Knowledge of State and Federal Grants

Approved by: 
Board Chairperson

Date: September 20, 2022

Reviewed and agreed by: _____
Employee

Date: _____