

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Chief Academic Officer

REPORTS TO: Superintendent

PROGRAMS / SUPERVISES: District Assessment, Gifted & Talented Program, Professional Development and other staff as assigned

BASIC FUNCTION:

- Facilitates the development and implementation of district curriculum and instructional strategies with a focus of closing the achievement gap and reducing the number of novice learners
- Facilitates and coordinates the services essential to the implementation of state and local student assessments
- Oversees district gifted and talented education K-12; provides leadership and ensures district compliance with statutes and regulations for categories of intellectual, specific academic, creativity, leadership and visual and performing arts

REPRESENTATIVE DUTIES:

The terms of employment are designated by the contract.

Curriculum & Instruction

- Develop, direct and maintain a vibrant district curriculum and instructional program.
- Serves as the lead with the Novice Reduction initiative
- Co-leads with Title I Coordinator to develop the Comprehensive District Improvement Plan, Strategic Plan and oversight of Program and Diagnostic Reviews
- Develops and coordinates the evaluation of academic programs related to school and district improvement plans, data and Board / District goals
- Surveys educational research findings related to teaching and learning and shares an use this information to enhance Curriculum & Instruction
- Attends and participates in school board meetings regarding curriculum and school- and district-level program evaluation
- Facilitates professional development activities on Curriculum & Instruction
- Attends appropriate curriculum and instruction meetings / workshops / conferences, etc. and shares as appropriate and uses the information to further student achievement
- Communicates to appropriate staff definitions, timelines, formats, etc. for completing curriculum and instruction activities and compiling data
- Assists teachers, principals and counselors with questions, problems and concerns regarding curriculum and instruction process

- Facilitates the implementation of all curriculum and instruction activities throughout the district, including the integration of instructional technology

District Assessment Coordinator

- Directs and interprets district student assessment program as related to Kentucky Accountability System, serves as the district contact on questions related to data, communication, etc.
- Directs assessment for student identification purposes (Gifted / Talented, Limited English Program, etc.) and assists program coordinators with data analysis, interpretation and communication
- Communicates assessment progress, needs and changes to key stakeholders in the district
- Coordinates and facilitates the implementation of School and District Report Cards
- 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
- Actively participate in appropriate state-level organizations that will keep the district informed and prepared for assessment innovations as they emerge

Gifted and Talented Coordinator

- Establishes district procedures and guidelines for informal/formal identification, diagnosis of strengths, gifted behaviors and talents matched to multiple services delivery options
- Develops, implements, scores/norms and analyzes required assessments regarding student data for placement
- Orders, maintains, distributes and interprets multiple instruments for required assessments of diverse populations
- Serves as liaison between the district, state and the National Research Center for Gifted and Talented
- Ensures internal compliance with state statutes and administrative regulations and assists school in implementation
- Establishes procedures to obtain parental or guardian permission prior to the administration of individual tests for initial screening and reevaluation
- Establishes district procedures and assist schools in implementation of individualized annual Gifted and Talented Student Services Plans including parental input and the monitoring and reporting of student progress each semester
- Maintains district, school and student confidential records
- Establishes grievance procedures through which parent, guardian or student may resolve a concern regarding selection/identification and appropriate and adequate provision of services
- Plans and administers the gifted and talented education budget including state/national grants
- Evaluates all aspects of the gifted and talented education on an annual, ongoing basis and makes recommendations for upgrading gifted and talented services

- Employs, supervises and evaluates district properly certified/classified personnel and assists principals with school personnel
- Assigns district staff to schools based on an equitable distribution
- Completes and submits the district Gifted and Talented Performance Report to the state
- Provides consultative services, assistance and professional development in appropriate selection/identification, assessment administration and interpretation, curricular design, instructional/differentiation strategies, texts and materials. Gifted and Talented Services Plans, School Performance Plans and service options
- Maintains and disseminates current statutes and regulations, policies and procedures, research and best practices
- Chairs/serves on state and school advisory committees and mandated District Advisory Committee for Gifted and Talented Education and Grievance Committees
- Maintains regular attendance
- Performs other duties as assigned by Superintendent

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General state and federal assessment requirements; state and federal assessment requirements as related to Gifted & Talented identification, etc.; general normative and criterion-referenced assessment; formative assessment practice at the classroom level.

ABILITY TO:

- Motivate and work cooperatively with a diverse group of people
- Budget and use time efficiently
- Manage human, physical and fiscal resources
- Plan conceptually and operatively
- Use personal computers

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EVALUATION:

Annual development of Professional Growth Plan. Annual evaluation of job performance by Superintendent.

EDUCATION AND EXPERIENCE:

- Bachelors of Arts in education
- Masters Degree or fifth year program
- Minimum five (5) years successful teaching and one (1) year administrative/supervisory experience (preferred)
- Extensive background and experience in tests/measurement and curriculum, instruction and assessment (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Kentucky teaching certificate
- Administrative certification as a supervisor of instruction or school principal

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	

Employee Signature:	Date:
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