



Northern Kentucky Cooperative for Educational Services

Job Description

POSITION TITLE: Chief Academic Officer

RESPONSIBLE TO: Executive Director

QUALIFICATIONS/CERTIFICATION(S): A Master's Degree and Kentucky Certification as a School Administrator is required. Experience in administering and leading district curriculum instruction, assessment and professional learning, knowledge of the quality professional learning practice, educational reform initiatives, current digital learning used to enhance innovation and learning and its various program initiatives. Knowledge and experience working with professional learning that supports diverse learners. Strong interpersonal and leadership skills are also required.

GENERAL RESPONSIBILITIES: The Chief Academic Officer is responsible for connecting all aspects of the NKCES professional learning to include designing, implementing, and managing a fiscally sustainable, flexible, fluid programs of professional learning to share with all member school districts and throughout the region; identifying and recruiting state, regional, and national experts as needed; working collaboratively with NKCES Team members, stakeholders, and structures to support the delivery of high-quality professional learning; and marketing professional learning opportunities. Work with the NKCES districts to provide support as they need and request.

SPECIFIC DUTIES:

- Supervise personnel leading district services to align the work with the NKCES mission and vision, including, but not limited to, Director of Finance, SERTAC Director, and Directors of Learning & Empowerment.
- Design and implement a fiscally sustainable, flexible, fluid program of professional learning to share with all member school districts, statewide, and nationally.
- Provide professional learning opportunities that support district needs and strategic plans.
- Identify and purposefully plan professional learning experiences that focus on supporting all students, specifically those with diverse needs and/or under SERTAC purview (Novice Reduction, Access and Equity, and Closing the Achievement Gap)
- Work collaboratively with all NKCES team members, stakeholders, and structures to infuse resources into their methods of delivering professional learning.
- Identify, maintain relationships with, and recruit state, regional, and national experts and partners as needed.
- Supervise the sections of the NKCES website that relate to professional learning.
- Oversee development of NKCES professional learning budgets.
- Responds to district needs, as determined by L&E and SERTAC surveys and priority meetings, and is collaborative and builds relationships.
- Actively contribute to the goals and success of all team members through collaboration, cooperation, and flexibility (give and take) in team discussions, activities, and decision making.
- Work with the Executive Director/SERTAC Director/Coaches to coordinate KDE professional development opportunities, attend meetings and disseminate information to the districts.
- Lead or provide support for the NKCES regional initiatives as assigned (e.g., innovation, mental health, special populations, etc).
- Work with the Executive Director/SERTAC Director/Coaches to provide the latest research and best practices strategies to support and inspire districts in their work related to curriculum, instruction and professional learning.

COPIED FOR POTENTIAL REVISIONS

- Oversee the collection and analysis of data from the districts and prepare reports. This data should include, but not limited to, district test results, district improvement plans, state assessment data, **SERTAC audits**, and other data.
- Co-Lead/Facilitate the monthly Professional Learning meetings and oversees PLCs.
- Direct completion of the end of year reports and the monthly District Services and other Board Reports.
- Coordinate and support professional learning experiences to assist in implementation of initiatives **and evidence-based practices** focused on closing the achievement gap.
- Serve as Point of Contact for **all** professional learning experiences at the NKCES
- Work with the NKCES staff to provide quality professional learning and technical support to our districts and **all** internal NKCES staff.
- Assist in the development, implementation and monitoring of the NKCES Strategic Plan.
- Coordinate and implement instructional projects and initiatives in the region.
- Develop, coordinate, and implement with other NKCES staff regional innovative projects.
- Adhere to the Professional Code of Ethics as established by the Education Professional Standards Board.
- Other duties as assigned by the Regional Director and/or Executive Director.

TERM OF EMPLOYMENT: Contract for 240 days 1.75 Index

SALARY: Salary based on rank and experience in accordance with NKCES salary schedule.

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies and procedures **and is conducted by the NKCES Executive Director.**

I am able to perform the essential functions of this job.

Signature: _____ Date: _____