

## **BUENA PARK SCHOOL DISTRICT**

### **CHIEF ACADEMIC OFFICER**

#### **DEFINITION**

Under the direction of the Superintendent, to plan, organize, staff, direct and lead the Multi-Tiered Support Services under the Local Control Accountability Plan which includes all instructional program units, including Educational Programs, Special Education, and Health Services; to plan, organize, coordinate, and control the instructional program design and delivery systems; to plan, organize, design, and implement curriculum, instruction, and assessment programs and activities, including staff development, to ensure comprehensive educational opportunities and growth experiences are available to students; to plan, organize, and direct research and development processes including educational program product and service audit and evaluation processes; to assist in the planning, development, and implementation of regulations, and the strategies for achieving district goals and objectives; and to do other related functions as directed. Serves as a member of the Superintendent's Cabinet.

#### **EXAMPLES OF DUTIES**

Serves as an advisor to the Superintendent and District personnel pertaining to the various aspects of curriculum, instruction and assessment design and delivery systems and pupil services as related to the Multi-Tiered Systems of Support; provides the Superintendent and Governing Board leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives; provides leadership in the development of the processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are properly and appropriately utilized in order to achieve the District-planned results; establishes communication feedback systems and processes for monitoring, control and auditing to ensure that operational priorities functions and activities are pursued within appropriate accountability guidelines; plans, organizes, develops, and continuously assesses the District's progress toward the achievement of master educational planning goals and objectives and a variety of special project functions and activities; plans, organizes, and provides guidance for mental health services, curriculum, instruction and assessment design and development programs, instructional delivery systems, and the strategies and techniques for achieving optimal educational and instructional results; plans, develops, implements, and administers staff performance planning and evaluations in order to ensure a high level of performance; provides leadership, support, and guidance to District personnel and members of the educational community to ensure thorough and complete communication relative to the educational program(s) design and delivery process and to ensure that community advisory groups have had an opportunity to participate in program development and evaluation processes; plans, organizes, and directs research and development activities supporting educational programs; plans, organizes, and implements instructional services budget planning guidelines and procedures and expenditure control strategies; assists in the planning, development, conduct, and evaluation of public and community relations including programs which demonstrate the state of the instructional programs' functions and activities; provides leadership and expertise in forming, guiding, and counseling with district advisory committees and groups. Shall determine the obsolescence of instructional media. Supervise the disposition of usable or obsolete instructional materials.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Philosophical, educational, fiscal, and legal aspects affecting an elementary school district.
- Principles, practices, trends, goals and objectives of public education.
- Organization, management, planning and evaluation strategies, techniques, and procedures.

## **CHIEF ACADEMIC OFFICER (continued)**

- Curriculum, instruction and assessment design and delivery systems including audit and evaluation processes which determine process effectiveness.
- Instructional program, function and activity planning, forecasting, projecting, auditing, and managing of a variety of information and data management and dissemination systems.
- Research and development strategies, processes and techniques.
- Personnel management concepts and practice.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.
- Instructional support programs, functions and activities.

### **Ability to:**

- Plan, organize, coordinate and direct the District's educational program and services.
- Plan, organize, develop and implement educational services budget planning and expenditure control processes and procedures.
- Demonstrate leadership qualities and utilize motivational techniques and strategies that are cost effective and achieve positive outcomes for students and staff.
- Evaluate and analyze complex problems, issues, and concerns and recommend appropriate alternative solutions and make effective and timely decisions.
- Communicate effectively in oral and written form utilizing multiple communication modes to ensure understandable and thorough communication.
- Establish and maintain cooperative organizational, public, and educational community relationships.
- Ability to perform the essential functions of the job with or without reasonable accommodation.

## **EXPERIENCE**

Five years of experience in a responsible administrative position performing instructional support services and related functions, preferably in an elementary school district organization structure.

## **EDUCATION**

Possession of a master's or higher degree from an accredited college or university in educational administration, instructional technology, curriculum development and design, or closely related fields.

## **CERTIFICATION REQUIREMENT**

Possession of a valid California credential authorizing service as an elementary or secondary level administrator.

## **LICENSE REQUIREMENT**

Possession of a valid California driver's license.

## **CONDITION OF EMPLOYMENT**

Insurability by the district's liability insurance carrier.

October 26, 2020