

**Chief Academic Officer
New Hanover County Schools**

Job Description

Class: Administrative
Division: Superintendent
Department: Instruction and Accountability

TITLE: Chief Academic Officer

QUALIFICATIONS

1. Master's degree or higher in education. Doctoral degree preferred.
2. At least five years' successful experience in school administration, preferably as a principal, director of district-wide program or member of central office with direct staff responsibilities.
3. Demonstrated leadership and knowledge of best practices of improving academic outcomes for students.
4. Eligible for NC certificate in Administration or Curriculum at time of hire.
5. Other qualifications as the Superintendent and Board may find appropriate.

REPORTS TO: Superintendent

JOB GOAL: To set the strategic vision and direction for the instructional framework and pedagogical approach to NHCS's academic programs. The CAO is the leader, spokesperson, and resident expert on curriculum, instruction, pedagogy, and learning. This role develops the short and long-term instructional vision for NHCS' and works to establish a culture of high expectation and shared responsibility for equitable access to high quality and culturally relevant instruction and ensures closer alignment of district resources with school needs, to implement an instructional plan for the district that ensures effective teaching and systematic improvement in every classroom.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with local, state and federal regulations pertaining to school system issues.
2. Direct academic service areas that include instructional improvement, curriculum, testing accountability, instruction, gifted services, Federal Programs, and English as Second Language.
3. Assume a leadership role on the Superintendent's Cabinet responsible for assisting with long-range strategic planning, developing system-wide budgets, plans, policies and activities aligned with the division's strategic plan.

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4. Support informed decision-making by the Superintendent, cabinet and senior staff by monitoring and effectively interpreting the latest research, trends and development in all areas of education.
5. Deliver written and oral presentations on academic accountability to various stakeholders (i.e. Board of Education, principals, teachers, parents and community groups).
6. Apply research and best practices to inform theories of pedagogy and ensure consistent delivery of high-quality instruction aligned with key standards
7. Serve as the key spokesperson to the Superintendent, Advisory Board and the community regarding all educational issues (i.e. attend regular Board, staff meeting, and other related meetings).
8. Collaborate with Assistant Superintendents, Executive Directors and Directors in all academic areas to evaluate existing curriculum programs based on observation, and results of Accountability Services testing to determine updates to School Improvement Plans.
9. Work collaboratively with cross-departmental teams to ensure support of all teachers and the effective delivery of instructional programs and services.
10. Collaborate with principals, principal supervisors, and district departments to provide supports for a variety of school settings and build school support systems with the necessary resources.
11. Provide input on professional development activities for NHCS' by partnering with Human Resources to create district-wide professional development programs, ensuring a robust, systemic approach that meets student needs.
12. Ensure that initiatives for school leaders and school teams are coordinated and integrate both academic content and instructional strategies.
13. Collaborate with schools to develop instructional programs and to implement reform models designed to improve achievement of all students; develop a two-way feedback loop from school sites to the Chief Academic Office.
14. Create opportunities for teachers to reflect on their practice while engaging in the systemic improvement of practice over time in every classroom.
15. Strategically manage and allocate resources (including money, people, time, etc.) aligned to students' needs.
16. Lead a highly effective, innovative academic services department that is assessed on the ability to continually improve instructional practices.
17. Plan and coordinate the system-wide school improvement process in accordance with G.S. 115C-105.20 through 115C-105.47, School Based Management and Accountability Program.

18. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
19. Assist the Superintendent in communicating his/her goals to the Board of Education, school personnel, and community.
20. Perform other duties and responsibilities as requested.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA VIII

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and news media.
- Ability to provide leadership and to supervise the planning, development and implementation of a comprehensive public relations program.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Proficiency in communications and marketing technology, tools and capabilities.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability and dexterity to perform the duties and responsibilities of the job.