
Position: Chief Academic Officer

Department: Educational Services

Reports To: Superintendent

POSITION SUMMARY: This is a senior administrative position under the direction of the superintendent. Assist the Superintendent in the administration of the school and district by overseeing: preschool, child development, elementary, and middle schools; instructional services for the district including academic and social-emotional framework and curriculum development, instructional materials, state and federal categorical programs, gifted and talented, grants, professional development and evaluation activities; operational programs, including, safety, mental, social-emotional, and physical health, nursing, residency, homeless, foster youth, attendance intervention, pupil discipline, Title IX for students; compliance, including UCP, contract(s) development and review, departmental/district reporting, serve as a member of the Superintendent's cabinet.

Provides direction, directly or indirectly, to instructional and operational staff in the district, as appropriate.

DIRECTLY RESPONSIBLE TO: Superintendent

REPRESENTATIVE RESPONSIBILITIES:

- Direct the planning, development, and implementation of district instructional and operational programs by working cooperatively with administrators of preschool, elementary, secondary and educational support services to provide an excellent education for all district students.
- Direct the monitoring and evaluation of instructional and operational programs. Help establish criteria and assist with the creation of goals and procedures to be used to ensure the delivery of consistent high-quality instructional and operational services.
- Set and monitor standards and goals for student achievement, progress, and continuous improvement.
- Oversee the operation and programs of pre, elementary and secondary schools. Assist school principals in their functions by problem solving and responding to their legal, contractual, policy and procedure questions, so that decisions they make and the actions are in the best interest of students, teachers, administrators and the district as a whole.
- Work directly with the Superintendent and other staff members to develop skills and practices that will improve the performance of district staff. Identify staff development standards. Work with teachers on meeting standards and practices in accordance with applicable state license requirements. Work with administrators in meeting standards for administration that are used for evaluating performance.

- Provides leadership and oversees the district's efforts to eliminate student achievement gap
- Represents the district at a variety of outside boards and agencies as designated by the superintendent. Serve as the Superintendent's representative at functions and on committees or task forces. Participate in county and regional curriculum and instruction, special education consortium, and student services meetings.
- Assist the Superintendent with LEA oversight of independent charter organizations under district oversight in accordance with current charter agreement(s).
- Plan, direct and coordinate department work activities. Establish appropriate service and staffing levels. Assign projects and programmatic areas of responsibility. Allocate resources accordingly. Review and evaluate work methods and procedures. Meet with key staff to provide direction and to identify and resolve problems.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Allocate resources accordingly.
- Assess and monitor work load, administrative and support systems. Identify opportunities for improvement. Direct and implement changes.
- Responsible for the selection, supervision, and evaluation of assigned staff. Assign work and ensure appropriate training is provided. Investigate complaints. Recommend and administer disciplinary actions when needed. Handle sensitive personnel matters and recommend grievance responses.
- Develops, administers, and/or oversees the departments' annual operating budget. Approve the forecast of funds needed for staffing, equipment, materials and supplies. Approve expenditures and implement budgetary adjustments as appropriate and necessary. Monitors categorical budget utilization by schools, department administrators and supervisors.
- Oversee the development, preparation and submission of reports required by law or requested by federal, state and local governments.
- Gather information as needed from the superintendent, governing board members, district staff, community resource partners, the public and other sources to prepare reports and recommendations to the board.
- Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate.
- Participate in district wide decision-making activities and work directly with the Superintendent to identify issues and practices that affect the future of the district.
- Interpret and enforce district policy as it relates to schools, instruction and student services.
- Oversee the distribution of resources to schools through the identification of needs and establishment of priorities.

- Oversee grant writing management and administration to obtain funding for enhanced instructional programs for educational staff. Work with the business department to complete budget information for grants and federal and state programs.
- Make discriminating recommendations to the superintendent on the hiring of district leaders.
- Attend and present at school board meetings, board retreats, administrator retreats, and district professional development activities.
- Monitor progress toward district strategic plan and local control accountability program goals.
- Present to and assist with the school community relations program. Prepare and deliver speeches to community, civic, and educational groups. Provide information and interviews with representatives of the media. Present information to and interact with staff, parent, and student-based school groups.
- Coordinates with the functioning of Business Services, Special Education/Student Services and Human Resources
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of educational policy and management.
- Knowledge of the principles and practices of staff and organizational development.
- Knowledge of principles and practices of developing staffing plans and schedules for operating schools.
- Knowledge of pertinent state law and district policy as it relates to schools.
- Knowledge of current research in school improvement planning.
- Knowledge of the principles and practices of budget preparation and administration.
- Knowledge of the principles of supervision, training and performance evaluation.
- Skill in providing leadership in the resolution of complex problems and issues.
- Skill in directing professional, technical and administrative support staff.
- Ability to develop and administer department goals, objectives and procedures.
- Ability to direct, organize, and coordinate the programs of a large and diverse department.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to communicate clearly and concisely, both verbally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work including district administrators, staff, and various private and public agencies, the public and other interested groups.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Education and Experience:

Master's degree in education or related field, doctorate degree preferred, but not required, experience as a school principal and school district administrator (prek-12 preferred); or any combination of experience and

training that provides the required knowledge, skills, and abilities associated with:

- California Administrative Services Credential;
- Minimum of 5 years, classroom instruction experience (multiple grade-levels/content areas preferred);
- Minimum of 5 years, education administrative experience with progressively responsible positions in a public school district. (TK-12 preferred)

Mental Demands:

- Ability to communicate effectively in verbal and written form.
- Ability to interpret policy, procedures, and data.
- Ability to coordinate classroom and campus functions.
- Ability to maintain emotional control under stress.
- Ability to plan and prepare for short term activities and yearlong, and multi-year program design

Physical Demands/Environmental Factors:

- Prolonged periods of standing and/or sitting during instruction and/or meetings indoors and/or outside of buildings.
- District and occasional statewide travel; frequent prolonged and irregular hours.
- Occasional lifting of 25 pounds or more
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TERMS OF EMPLOYMENT

Work Year, 225 Days. Salary as defined in current Certificated Administrative Cabinet Salary Schedule, AR 4351.7.

EVALUATION

The Superintendent will evaluate performance of this position

Board approved: