

# ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

## CHIEF ACADEMIC OFFICER

POSITION: Chief Academic Officer

REPORTS TO: Deputy Superintendent

LOCATION: Division of Instruction

### NATURE OF WORK:

The Chief Academic Officer will conduct advanced professional and administrative work with responsibility for developing a high-quality educational program, performance measurement, and reporting practices in the St. Mary's County Public School System. The Chief will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum, instruction, and assessment services, while coordinating with each division and department in the system. The Chief ensures that the district/school's education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence and accountability. The work includes supervising professional and clerical support staff. The Chief Academic Officer reports to the Deputy Superintendent and is a member of the Superintendent's Cabinet.

### ESSENTIAL FUNCTIONS:

- Possesses knowledge of the Maryland Career and College Readiness Standards;
- Possesses the knowledge to coordinate all aspects of the department including, the supervisors' observations of teachers, both formally and informally, the accountability process for the school system, and the review development, and revision of all procedures related to the administration of local and state assessments;
- Possesses knowledge of the Teacher Performance Assessment System, or other performance assessment systems as appropriate;
- Possesses knowledge of local pre-assessments, quarterly assessments, and end-of-course assessments;
- Possesses knowledge of all local and state assessments, the assessment schedules, and the ordering procedures for materials;
- Possesses knowledge of and the ability to provide technical assistance on all federal and state accountability requirements;
- Thorough knowledge of school board and state policies, regulations, goals, and objectives pertaining to curriculum, instruction, assessment and accountability;
- Thorough knowledge of principles, practices, methods, and procedures pertaining to establishing and maintaining an effective program of supervision for curriculum, instruction, assessment and accountability;
- Ability to plan, organize, coordinate, and direct the work of staff;
- Ability to establish and maintain effective working relationships with school officials, administrators, staff, other school system employees, community groups, and representatives of state agencies; and
- Ability to communicate effectively, both orally and in writing.

### DUTIES AND RESPONSIBILITIES:

- Implements the Maryland Career and College Readiness Standards through the development of curriculum maps and instructional resources;
- Plans, coordinates, and evaluates the curriculum, instruction, and assessment program for the system; .

- Coordinates the supervisors' observations of teachers, both formally and informally, using the Teacher Performance Assessment System, or other performance assessment systems as appropriate;
- Oversees the development of local pre-assessments, quarterly assessments, and end-of-course assessments;
- Develops and maintains the procedures for administering local and state assessments;
- Plans and oversees local and state assessments including the ordering and use of assessment materials;
- Ensures district-wide compliance with all federal and state accountability requirements;
- Provides technical assistance to district and school administrators in the areas of federal and state accountability measures;
- Organizes and directs professional development opportunities for administrative, certificated, and support staff related to curriculum, instruction, and assessment.;
- Analyzes assessment data for national, state and district assessment programs and prepares that data for school-based staff and for public release;
- Oversees the dissemination of information regarding current requirements of the state assessment program including test administration, security, and confidentiality in partnership with the Supervisor of Assessments;
- Provides technical assistance to district and school-based administrators for all aspects of program monitoring and interventions related to federal and state accountability measures;
- Provides direction for writing the curriculum maps and programs of study;
- Plans and directs the instructional and assessment supervision of school system staff;
- Coordinates a plan for the evaluation, selection, and adoption of textbooks;
- Coordinates the inventory, purchase, and distribution of textbooks;
- Prepares and administers standards of performance for the evaluation of student progress;
- Attends meetings within the school system and with state representatives and serves on committees related to curriculum, instruction and assessment;
- Manages a departmental budget responsibly and accurately meeting all timelines and accounting regulations as required by law and/or board policy;
- Assists in the development, interpretation, and execution of policies and regulations of the Board of Education;
- Coordinates student programs related to the content areas;
- Reports periodically to the board on all curriculum and instruction, assessment, and accountability matters and all instructional technology issues as directed by the Superintendent or Deputy Superintendent;
- Makes recommendations pertaining to policy and procedure to the Superintendent or Deputy Superintendent;
- Coordinates and supervises the Instructional Support program for the district, including implementation of a consistent K-12 Response to Instruction and Intervention (RTII) system;
- Interprets and communicates the instruction, assessment and accountability program and policies to the community, including parents/guardians, through various sources;
- Advises and counsels staff on issues affecting the school system;
- Maintains knowledge of recent educational research related to curriculum, instruction, assessment programs, initiatives, and challenges.;
- Demonstrates the ability to plan, organize, coordinate, and direct the work of staff;
- Demonstrates the ability to establish and maintain effective working relationships with school officials, administrators, staff, other school system employees, community groups, and representatives of state agencies;
- Supports the development of the Programs of Study for each level;
- Supports all aspects of technology integration; and
- Performs other duties as assigned.

#### QUALIFICATIONS:

- Master's degree in educational administration, curriculum/instruction, or related field;

- Administrator II certification required;
- Superintendent endorsement preferred;
- Five years of classroom teaching experience in a PK-12 public school system;
- Five years of experience as a Principal in a PK-12 public school system; and
- Experience as a Principal in Maryland preferred.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees - Range H.

**BARGAINING UNIT ELIGIBILITY: SMASA**

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