

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****CHIEF ACADEMIC OFFICER****JOB GOAL**

The Chief Academic Officer will assist the Superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations.

QUALIFICATIONS

1. Valid NJ Principal Certificate and/or NJ School Administrator Certificate.
2. Five Years (minimum) Administrative Experience.
3. Five Years (minimum) Teaching Experience.
4. Hold a valid driver's license with no serious violations.
5. Possess a strong understanding of NJSLS in all subject areas.
6. Possess knowledge of Danielson evaluation tool.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Prepare and administer the Elementary and Secondary Education Act grant (formerly NCLB).
2. Prepare, administer and manage state and federal grants.
3. Manage district program approvals and collect district data to be reported to the NJDOE and evaluate overall program performance.
4. Assume responsibility for pupil reporting systems and shall solicit the input of other administrators in additions, deletions, or changes to such programs, making appropriate recommendations for Board policies or related regulations.
5. Manage the Technology Department to direct and ensure the advancement of technology integration across the curriculum for teaching and for assessment as well as student information data applications.
6. Manage all dual enrollment partnerships with colleges and universities.
7. Oversee and manage the Early College High School Program.
8. Provide leadership and guidance in the process of curriculum planning, coordination and evaluation.
9. Provide leadership, oversight, monitoring and compliance of special education programming and resources.
10. Provide articulation with constituent districts for in-service programs.
11. Participate in the selection and recommendation for adoption of all textbooks and supplementary instructional material.
12. Study, evaluate and, as appropriate, recommend adoption of new instructional materials, methods and programs, ensuring equitable access and inclusive practices.
13. Work with other Administrators in analyzing standardized testing data and determining implications for curriculum and instructional practices.
14. Ensure district compliance of the NJDOE Comprehensive Equity Plan, NJQSAC in the areas of instructional/staff development, and the Civil Rights Data Compliance Report.

15. Evaluate the performance of assigned personnel in accordance with law, code, and Board policy.
16. Adheres to the policies, regulations and procedures of the Board of Education.
17. Performs other related duties which may be assigned by the Superintendent or required by law, code, and regulation/Board policy.

ESSENTIAL SKILLS/ABILITIES

1. Have strong leadership, interpersonal and communication skills, with a commitment to student achievement.
2. Be able to work effectively in the areas of community outreach, curriculum and program development, staff evaluation, data analysis, budget, federal grants, and the development of strategic partnerships with higher education and industry.
3. Ability to analyze, anticipate and schedule course offerings.
4. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
7. Demonstrate knowledge of grant writing and fund development management.
8. Regular attendance.
9. Prolonged periods sitting at a desk and working on a computer.
10. Ability to traverse school facilities and grounds.
11. Use strength to lift items needed to perform the functions of the job.
12. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

REPORTS TO

Superintendent.

TERMS OF EMPLOYMENT

Twelve-month contract. Salary to be determined by the Board of Education. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **December 21, 2022**

Legal References:

<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u>	18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u>	18A:7F	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A.</u>	18A:16-2	Physical examinations; drug testing; requirement
<u>N.J.S.A.</u>	18A:25-2	Authority over pupils
<u>N.J.S.A.</u>	18A:26-1	Citizenship requirements for teachers, etc.
<u>N.J.S.A.</u>	18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u>	18A:26-2	Certificates required; exception
<u>N.J.S.A.</u>	18A:27	Employment and contracts
<u>N.J.S.A.</u>	18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u>	18A:28-5	Requirements for tenure
<u>N.J.S.A.</u>	18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u>	18A:37	Discipline of pupils
<u>N.J.A.C.</u>	6:3-4.1	Supervision of instruction; observation and evaluation of nontenured teaching staff members
<u>N.J.A.C.</u>	6:3-4.3	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u>	6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u>	6:8	Thorough and efficient system of free public schools
<u>N.J.A.C.</u>	6A:7	Managing for equality and equity in education
<u>N.J.A.C.</u>	6A:8	Standards and assessment
<u>N.J.A.C.</u>	6A:9	Professional licensure and standards
<u>See particularly:</u>		
<u>N.J.A.C.</u>	6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u>	6A:9B-5	General certification policies
<u>N.J.A.C.</u>	6A:9B-8	Requirements for instructional certificate
<u>N.J.A.C.</u>	6A:9B-9	Instructional certificates
<u>N.J.A.C.</u>	6A:9B-12.3	Authorization
<u>N.J.A.C.</u>	6A:9B-12.6	Supervisor
<u>N.J.A.C.</u>	6A:9B-13	Acting administrators
<u>N.J.A.C.</u>	6A:9C	Required professional development for teachers
<u>N.J.A.C.</u>	6A:9C	Required professional development for school leaders
<u>N.J.A.C.</u>	6A:14	Special education
<u>N.J.A.C.</u>	6A:16	Programs to support student development
<u>N.J.A.C.</u>	6A:17	Students at risk of not receiving a public education
<u>N.J.A.C.</u>	6A:30	Evaluation of the performance of school districts

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

New Jersey Quality Single Accountability Continuum (NJQSAC)
Every Student Succeeds Act