

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHIEF ACADEMIC OFFICER

BASIC FUNCTION:

Under the direction of the Superintendent, lead Pre-K through Adult Instruction and District Accountability. Supervise, monitor and provide direction for Instructional Services, Library Services, Intervention Services and Educational Data Analysis Services, holding all stakeholders accountable for increasing student achievement and improving direct services to school sites. Provide leadership to ensure district goals, beliefs and policies are clearly communicated and implemented. Be accountable for increasing student achievement. Work directly with the Superintendent to conceptualize, develop and implement programs and services to meet the learning needs of students in content areas and instructional programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Empower school sites to make decisions that directly serve their students needs. Provide on-going coaching and feedback to principals to help them develop in their roles as instructional leaders.

Provide leadership to ensure district vision, goals, beliefs and polices are clearly communicated and implemented.

Provide guidance to ensure coherence among quality first instruction, intervention, special education services, alternative education services and college /career services.

Mentor, supervise, evaluate, direct and assist Instructional Directors to develop specific long and short-term plans, with principals, to meet identified school targets; and to assist in determining and acquiring consultants and support services.

Represent the District at the county, regional, state and national levels concerning areas related to standards and accountability.

Attend or chair a variety of meetings to represent the District, as assigned by the Superintendent.

Work directly with the Superintendent to develop and lead a service-oriented department to support schools, school site leaders, and instructional staff.

Ensure the delivery of high quality support services to schools, school-site leaders, staff, parents, and community members.

Stay informed on developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the field.

Initiate the development and implementation of new programs and strategies for increasing the effectiveness of instructional programs and services throughout the district.

Plan, design, implement, evaluate and coordinate the delivery of services, determine and implement appropriate changes and improvements to ensure effective and cost-efficient programs.

Provide leadership and decision-making authority in the effective use of categorical funds to support student achievement. Plan, organize, control and direct the categorical programs of the District.

Develop, implement, and monitor processes for compliance, quality and fiscal accountability.

Support Directors and School Site Leaders by providing accurate and timely information regarding state and federal legislation.

Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness.

Advise and consult personnel, site staff, and advisory groups in the development and implementation of programs and budget to support Single Plans for Student Achievement.

Works with secondary administration to determine graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff. Recommends the addition of new courses, grade placement of courses, credit allowance for courses, and graduation requirements.

Ensure that educators have efficient access to high quality student achievement data and meaningfully use this data to improve instruction; direct and manage the work of the Coordinator of Data and Assessment.

Direct the preparation and maintenance of a variety of narrative and statistical reports on topics such as student achievement.

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Accountable for improving student achievement for all students and increasing the number of students who graduate from high school, with special attention on improving student achievement of English Learners and Special Education Students.

Lead, supervise, and regularly communicate with the Superintendent the work to deliver educational programs at assigned school sites.

Oversee curriculum implementation, staff development and evaluations, collaboration among school leaders and teachers, student assessments, community relations, and district improvement efforts.

Visit school sites and classrooms on a regular basis and provide written progress monitoring to Superintendent. Direct and assist Principals in the development of specific plans to meet identified school targets; assist in determining and acquiring support services.

Carefully monitor school performance via frequent classroom observations and in-depth data analysis in order to identify areas of strength as well as opportunities for improvement. Provide written reports to superintendent.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Codes and Board policies related to curriculum, instruction, assessment, and professional development.

California ELA/ELD, math, science and history/social science standards.

Instructional practices, adult learning theory, effective coaching practices and mentoring techniques.

BTSA program policies, objectives and goals.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the BTSA, professional development and mentor programs for the District.

Oversee and coordinate major curriculum adoptions for the District;.

Oversee the District's local assessment plan.

Plan and create trainings, curriculum maps and assessments.

Prepare and explain student achievement reports.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to Master of Arts/Science Degree, required.
Appropriate credential authorizing services as a school administrator, K-12.
Minimum of five (5) years successful teaching experience. Teaching experience at both the elementary and secondary levels preferred. Minimum of five (5) years successful administrative experience in curricular coordination at the school site level or district level. Site principal experience preferred. Any other qualifications deemed necessary and appropriate by the Board of Trustees of the Dinuba Unified School District. Successful experience in the curriculum areas of reading and language arts.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential, Teaching Credential or other appropriate credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.