

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Chief Academic Officer**

Reports To: **Superintendent**

Pay/Pay Range: **Established annually by the BOE**

FLSA Status: **Exempt**

Prepared/Revised Date: **October 2023**

Work Year: **260 days**

SUMMARY: The Chief Academic Officer reports directly to the Superintendent of Schools and is expected to provide the leadership for improving instruction, developing curriculum, promoting staff growth, and evaluating programs. The responsibility and goal of this position is to assist the Superintendent in leading the district’s operations in such a manner that supports the Mission, Beliefs, and Goals of Minooka 201 while upholding the established Board of Education policies, regulations, and administrative procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency
1. Guides development, implementation, and evaluation of curriculum and instructional services including Curriculum Development, School Improvement, Assessment Programs, Advanced Placement and Remedial Practices, Technology Integration, Multi-Tiered System of Support Programs, and Professional Development.	On-going
2. Develops and administers the District’s curriculum and instruction budgets including coding all invoices and recording all money spent from various line items.	On-going
3. Keeps abreast of developments in curriculum and instructions and provides leadership in determining their appropriateness for inclusion in the District educational program.	On-going
4. Assists building administration in the improvement of individual staff competencies.	On-going
5. Communicates the approved curriculum to the professional staff and maintains a list of approved instruction materials, including interventions.	On-going
6. Directs the creation of and edits for publication of all curriculum guides and materials prepared by and to be distributed among the instructional staff.	On-going
7. Develops and implements a curriculum development process that affects horizontal and vertical continuity and articulation of instructional programs, including both Academic and Social Emotional.	On-going
8. Collaborates with the curriculum team and administrators in the development of a comprehensive school curriculum plan.	On-going
9. Observes teachers in their classrooms and offers insights for the enhancement of the teaching-learning environment.	On-going
10. Creates Assessment schedule while also reviewing and evaluating results of district-wide assessment programs and prepares those results into presentations for all stakeholders.	On-going
11. Studies and evaluates, and when appropriate, recommends adoption of new instructional materials, methods and programs.	On-going
12. Interprets the curriculum and its philosophy to all stakeholders.	On-going
13. Maintains active membership in state and national curriculum and instruction associations.	On-going

14. Chairs and facilitates all parent curriculum meetings and the Education Committee.	On-going
15. Coordinates all research projects conducted in the district as approved by the Board of Education as well as inquiries received from individuals, institutions, or agencies engaged in worthwhile research projects.	On-going
16. Assists the Superintendent in supervising school operations, including the management of projects for addressing identified problems or goals within the district.	On-going
17. Facilitates the development of a program in collaboration with the Multi-Tiered System of Support Team (MTSS) which includes both a comprehensive list of approved intervention programs as well as district processes for student identification and placement.	On-going
18. Supervises Instructional Coaches and evaluates the coaching model utilized within the district to ensure best practice is maintained.	On-going
19. Coordinates the development and implementation of curriculum that supports and reinforces diversity, equity and inclusion for all.	On-going
20. Reviews and collaborates with stakeholders to address the strategies outlined with the District's strategic plan and reports progress to the school board, schools, and the public.	On-going
21. Responsible for implementing and supervising policies and procedures for legal and proper student testing.	On-going
22. Responsible for coordinating the yearly review of the Student Handbook ensuring adherence to board policies and legal mandates.	On-going
23. Performs such tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent	On-going

EDUCATION AND RELATED WORK EXPERIENCE:

- Administrative Professional Educators License with General Administrative Endorsement
- Masters or Doctoral Degree in Curriculum and Instruction and/or Educational Leadership
- Principal and Teacher Evaluator designation preferred
- Advanced training in curriculum, supervision and administration, and elementary or secondary education, preferably with a doctorate in one of these fields.
- Experience in administering, supervising, and/or developing instructional programs.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Principal and Teacher Evaluator designation preferred
- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication
- English language skills; Bilingual oral and written communication skills preferred but not required
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Ability to demonstrate good judgment and maintain a "global" perspective
- Ability to analyze and interpret data for the purposes of gathering and reporting
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Advanced word processing and presentation development skills and thorough knowledge of computer applications as they relate to analyzing and reporting student outcomes.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals, and office software
- Advanced operating knowledge of and experience with collaborative software
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Superintendent

Direct reports:	POSITION TITLE	
	<ul style="list-style-type: none">• Instructional Coaches• Administrative Assistant• Personnel developing curriculum and any processes and procedures• Administrators and all district employees	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL, SENSORY AND ENVIRONMENTAL DEMANDS:

Physical: The employee is frequently required to sit; stand; walk; use hands and fingers to handle or feel; sit continuously for extended periods of time; reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting. The employee may occasionally be required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds.

Sensory: While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment and/or school setting.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.