

## **27J SCHOOLS ADMINISTRATIVE JOB DESCRIPTION**

**Job Title:** Chief Academic Officer  
**Last Modified:** December 2020  
**Work Year:** 260 days  
**Department:** Student Achievement  
**Reports to:** Superintendent of School District 27J

### **JOB DESCRIPTION:**

Leads and/or facilitates instruction pre K-12, including: supervision of Principals, Student Achievement and Instruction, Assessment and Grant Programs, District Accountability Committee, Intervention Services, Special Education, Career and Technical Education. Acts as representative of District in various community groups and forums; serves as a member of Superintendent's staff and District Leadership Group.

### **JOB RESPONSIBILITIES:**

1. Facilitates and coordinates District efforts toward implementation of 27J Instructional Model.
2. Evaluates and coaches Directors in the Student Achievement Division.
3. Directs the District program for research and assessment of student learning pre K - 12.
4. Coordinates and/or facilitates District efforts to meet the learning and instructional needs of all School District 27J students, including members of special populations such as gifted/talented, English language learners, students with disabilities and general education students.
5. Supports coordination and supervision of District staff development efforts for licensed employees.
6. Provides guidance and leadership on District issues as a member of Superintendent's staff and District Leadership Group.
7. Acts as liaison to Board of Education on appropriate issues and in appropriate settings,
8. Facilitates, manages, and/or coordinates various District groups or committees engaged in efforts toward improvement of student learning and improvement of instruction.
9. Coordinates the District efforts toward accountability and accreditation and assuring compliance with regulations of the Colorado Department of Education.
10. Provides information and recommendations to Superintendent and Board of Education on issues of curriculum, instruction, staff development, accountability, accreditation, and other issues of general District concern.
11. Acts as resource and liaison to all District administrators on issues of instruction, evaluation, staff development, accountability, accreditation, and other areas as appropriate.
12. Demonstrates positive, collaborative leadership and participates in collegial problem solving in a variety of situations, departments and schools, emphasizing teamwork and beneficial effects on student learning.
13. Serves as liaison representing the District in various community groups and in various settings within the 27J community and beyond as assigned by the Superintendent.
14. Administers budget allocations and grant funds in a responsible, efficient and effective manner.
15. Facilitates the development of solutions, both long and short term, to issues and problems as appropriate and needed within any department or school in the District or with groups or individuals outside the District.
16. Assists with public communication and public information as needed and appropriate.
17. Serves as member of Executive Succession Team and/or acting superintendent when the Superintendent is out of the District.
18. Follows through on all duties as assigned by the Superintendent.

**EXPERIENCE AND ACADEMIC PREPARATION:**

- Formal Education: Master's Degree minimum; other advanced graduate work preferred.
- Administrative Experience: at least three years in a school or central office related position. Teaching Experience: at least 3 years.
- Licensure: Principal and/or Administrators License
- Special Training or Experience: Technical proficiency in the areas of educational assessment, effective instruction, staff development, organizational development and leadership.

**OTHER REQUIREMENTS:**

1. Ability to understand, exchange, and present verbal information/instruction with others of varied backgrounds.
2. Ability to read and understand written materials.
3. Ability to translate verbal communication into effective written material; e.g., reports and other documents.
4. Ability to summarize written material into effective verbal communication; e.g., oral reports to groups or individuals.
5. Ability to remember situations, details, laws, regulations, procedures, policies, and the like.
6. Ability to understand and perform mathematical computations.
7. Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges.
8. Ability to conceptualize and apply analytical skills.
9. Ability to identify conflict and take the steps necessary to resolve the issues.
10. Ability to understand and apply organizational theories and practices in the administration of policies, procedures, programs and communications.

**EQUIPMENT USED:** Telephone, computer device and related software, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

**PHYSICAL REQUIREMENTS:**

- Ability to grasp and manipulate office equipment and other similar tools and equipment.
- Ability to communicate regularly. (Speech/Hearing)
- Ability to remain stationary and mobile for extended periods of time. (walking, standing, use of hands to finger, reach, stoop, kneel, crouch, or crawl), lift and/or move 50 pounds.
- Ability to distinguish small objects at near distances.

**MENTAL REQUIREMENTS:**

- Ability to compare, analyze, synthesize, and evaluate data and information and relies in on interpersonal skills when working with employees, students, parents, and community members.
- Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.

**ENVIRONMENTAL CONDITIONS:** The majority of this position's duties are performed inside. Position has little exposure to mild/adverse weather for outside safety/ supervision as required. There is little to no exposure to adverse environmental conditions.

