

Position: Chief Academic Officer	FLSA: Exempt	Work Days: 223
Reports to: Superintendent	Salary: Management Salary Schedule – Range A	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Superintendent the Chief Academic Officer (CAO) plans, directs, manages and oversees all activities and operations to maintain academic systems and problem-solve current challenges in the organization; ensure that all programs, employees and departments meet performance outcomes and achieve student goals; provide support and feedback to their team members, drive strong talent practices at their schools; in charge of managing internal professional development programs for teachers; works in collaboration with other department leaders; assist the Superintendent in planning, organizing, implementing and directing administrative functions and activities to support programs for the District to ensure the viable operations of the District; strategically lead initiatives and special projects of the District as assigned by the Superintendent; act as the Superintendent in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theory of Action.
- Perform Superintendent’s duties in the absence of the Superintendent.
- Represent the Superintendent at meetings of staff and community groups, as requested.
- Maintain constant communication and contact with the Superintendent concerning the day-to-day operation of the district.
- Act in a liaison capacity between the Superintendent and department heads, site administrators, employee organizations, other school districts, public agencies and the public, as requested.
- Develop and continually enhance an integrated communications network within and between other departments in the district and the community to support an effective learning environment for all students; communicate Board policies, district vision, goals and core beliefs.
- Lead the curriculum, instruction and assessment efforts within the school districts.
- Responsible for academic achievement of the school district.
- Oversee support to the school sites.
- Oversee site safety plans.
- Oversee district compliance.
- Translates the district’s educational philosophy, goals and objectives into action plans that directly benefit teachers and students of the district.
- Supervises the development of PreK-12 graded courses of study, adoption of textbook and/or

Chief Academic Officer – Continued

instructional materials, and the selection of instructional supplies and equipment.

- Oversees and manages the district's state and federal program budgets in partnership with the business office.
- Evaluate trends in education as they pertain to the areas of assigned responsibility.
- Remains abreast of development and innovations in the field by reading current and cogent literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
- Plan, direct, manage and oversee all activities and operations related to assigned department(s); supervise and direct staff; recommend, administer, and when needed, update policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of district policies and practices
- Provide technical and intellectual expertise regarding assigned functions; formulate and develop practices and procedures.
- Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Supervise, train, motivate and evaluate assigned personnel and provide clear expectations for professional growth; provide or coordinate staff training; work with employees to correct deficiencies; discipline subordinates.
- Participate in the development and administration of the budget for assigned department(s); forecast funds needed for staffing, equipment, materials, and supplies; authorize expenditures in accordance with established guidelines to ensure effective and efficient use of materials, budgets and human capital to accomplish district goals and objectives; implement budgetary adjustments as appropriate and necessary.
- Oversee preparation and maintenance of a variety of narrative and statistical reports, records and files; explain, justify and defend programs, policies, and activities related to assigned department(s); negotiate and resolve sensitive and controversial issues.
- Analyze and use data to develop long and short-range plans to improve systems and processes.
- Serve as a member of the Superintendent's cabinet to ensure all district actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established district policy.
- Provide staff assistance to the Superintendent; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Assist the Superintendent with special studies, projects, investigations and correspondence.
- Represent the District to the Board of Trustees and outside agencies on matters related to assigned department(s); coordinate activities with those of other districts and outside agencies and organizations as requested.

Chief Academic Officer – Continued

- Attend Board meetings; prepare and present information at Board meetings as requested.
- Serve as a District representative in the collective bargaining process for all bargaining units
- Attend and participate in professional group meetings; stay abreast of changes and new developments in education.
- Review existing and pending legislation related to District operations, and recommend origination modification and support of legislative measures; advise the Superintendent on new or updated regulations, policies and procedures.
- Respond to and resolve difficult and sensitive parent and community inquiries and complaints.
- Visit school sites and classrooms on a regular basis.
- Establish and lead interdepartmental teams to address complex district issues; create and monitor a culture of collaboration and continuous improvement soliciting feedback from staff, families, students and the community.
- Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict; present draft proposals to the Superintendent.
- Promote alignment and continuity of systems and processes to identify and encourage leadership potential
- Perform related duties and responsibilities as required.
- Oversee or partner on all activities and operations related to human resources, including recruitment and selection, record keeping, counseling, personnel evaluations, and employee relations involving union contract negotiations and contract management.

QUALIFICATIONS

Knowledge of:

- Education programs and curriculum.
- College and Career readiness metrics.
- Strategies and best practices to eliminate the achievement gap, disparity and disproportionality.
- Techniques and strategies for managing a diverse organization.
- Conflict resolution strategies and team building principles and techniques.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Education code related to assigned department(s).
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operational principles of customer service.
- District organization operations, policies, goals, objectives, and operational needs.

Chief Academic Officer – Continued

Ability to:

- Quickly analyze situations and make appropriate recommendations on courses of action.
- Apply an exemplary work ethic directed at continuous learning and improvement.
- Be deeply committed to learning and to teaching others.
- Demonstrate character and honesty.
- Demonstrate loyalty and high ethical standards.
- Demonstrate and prize integrity.
- Show self-control, especially under pressure.
- Maintain confidentiality.
- Be willing to go the extra distance for the organization; believe that individual success is the byproduct of placing the organization first.
- Utilize data in conjunction with instinct to take action and do what is right.
- Work independently with little direction.
- Utilize collaboration as the tool to accomplish more.
- Face uncertainty and ambiguity as opportunities to experience, learn and grow.
- Implement systems, structures and protocols for clarity.
- Lead and direct the operations, services and activities related to assigned department(s).
- Develop and administer, department goals, objectives, and procedures.
- Plan, organize, direct and coordinate the work of direct reports.
- Delegate authority and responsibility
- Plan and organize work to meet schedules and deadlines.
- Supervise, train, motivate and evaluate assigned personnel.
- Give corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Identify and respond to community and District issues, concerns and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Relentlessly seek improvement through our Cycle of Continuously Learning and Improvement.
- Manage change and design an effective system or reporting progress and monitoring results.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations and exercise judgment/discretion
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy.
- Demonstrate respect for each person in the organization.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain professional relationships with the Board of Trustees, Superintendent, other members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.
- Work collaboratively and build positive relationships with a diverse range of stakeholders
- Translate theory into action.
- Maintain effective audio-visual discrimination and perception for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities.

PHYSICAL ABILITIES

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Master’s degree from an accredited college or university with major course work in education, education administration, public administration or a related field.
- Experience: Ten years of increasingly responsible experience in education, including at least five years of administrative experience at the Principal level or higher, or the equivalent.

LICENSES AND CERTIFICATES

Valid California driver’s license

Valid California Teaching Credential preferred

Valid California Administrative Credential preferred