CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: Chief Academic Officer

REPORTS TO: Superintendent

SUPERVISES: Assigned Personnel

LOCATION: Central Office

TERMS OF EMPLOYMENT: 230 days/12 months

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Valid Mississippi certification in Educational Leadership, Administration and Supervision, or School Principal.
3. Three (3) years of administrative experience or five (5) years teaching experience in the classroom.
4. Satisfactory criminal background check and drug screening.

JOB GOAL: To provide leadership in all areas of curriculum and instruction.

KNOWLEDGE OF:

Ability to communicate orally and in writing. Leadership and management skills. Ability to collect, analyze and interpret data. Knowledge of district curriculum and instructional programs. Knowledge of federal and state statutes and rules pertaining to curriculum, instruction, assessment, and staff development. Knowledge of current trends, research, and best practices in curriculum and instruction. Ability to read, interpret, and implement State Board of Education rules, School Board policies, and applicable federal and state statutes. Ability to use current technology in administration and instruction. Ability to manage divisional budget and finances. Ability to communicate effectively orally and in writing.

DUTIES & RESPONSIBILITIES:

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct and supervise the overall activities of planning, developing, coordinating, implementing, and evaluating all district curriculum and instructional support programs for K-6.

2. Plan, implement, and evaluate a systemic approach to kindergarten through grade 6 curriculum.

3. Develop and manage grants, oversee appropriate budgets, and maintain auditable records in the areas of responsibility.

4. Initiate the development of programmatic goals and learning objectives on a district-wide basis within the scope of School Board policy, administrative directives, assessed student needs, and operational constraints.

5. Provide overall leadership and appropriate resources for ongoing district-wide curriculum development and review to ensure articulation of standards, objectives, and skills for kindergarten through grade 6.

6. Provide leadership, resources and assistance in the attainment and use of instructional technology at all grade levels throughout the district.

7. Provide leadership for school improvement initiatives.

8. Provide leadership for emerging, innovative and special programs.

9. Provide leadership for the development and implementation of a district instructional technology plan.

10. Prepare and recommend to the Superintendent the implementation of alternative and optional programs to support the requirements of the district's annual and long-range plans of improvement.

11. Provide leadership in planning and acquiring appropriate instructional materials and equipment.

12. Assist in the Southern Association of Colleges and Schools accreditation process.

13. Ensure that rules and procedures established in the district adhere to current Mississippi Statutes and State Board of Education Rules in the areas of curriculum and staff development.

Inter/Intra-Agency Communication and Delivery

14. Prepare, instruct, and present reports and information to the Superintendent, the School Board as requested community, and school personnel.

15. Establish necessary procedures for referral and cooperative planning with other agencies.

16. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.

17. Respond to inquiries and concerns in a timely manner.

18. Keep supervisor informed of potential problems or unusual events.

19. Serve on district, state or community councils or committees as assigned or appropriate.

20. Provide oversight and direction for cooperative planning with other agencies.

21. Assist in the interpretation of programs, philosophy, and policies of the district to staff, students, parents, and the community.

Professional Growth and Improvement

22. Maintain a network of peer contacts through professional organizations.

23. Assist in the development and implementation of the district's master plan for in-service education.

24. Maintain a working knowledge of Mississippi Statutes, Board Policy and applicable rules and regulations.

25. Keep informed and disseminate information about current research, trends and best practices in the area of responsibility.

26. Maintain expertise in assigned areas to fulfill project goals and objectives.

27. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.

28. Participate in training programs and courses to increase the level of division services.

Systemic Functions

29. Assist the Superintendent in district-wide planning to link curriculum and learning development and the use of financial and human resources to the district's goals and objectives.

30. Represent the district in a positive and professional manner.

31. Assist in the preparation of the annual division budget and monitor its implementation as required.

32. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

33. Prepare or oversee the preparation of all required reports and maintain all appropriate records.

34. Develop annual goals and objectives consistent with and in support of district goals and priorities.

35. Conduct periodic studies for the purpose of improving the delivery of division services.

36. Draft policies and procedures as they relate to areas of responsibility.

37. Serve on the Superintendent's cabinet.

38. Adhere, always, to the Code of Ethics of the Education Profession in Mississippi and Principles of Professional Conduct for the Education Profession in Mississippi.

39. Leadership and Strategic Orientation

40. Provide leadership and direction for assigned areas of responsibility.

41. Provide leadership and guidance in the development of annual goals and objectives for assigned divisions or programs.

42. Assist in implementing the district's goals and strategic commitment.

43. Exercise proactive leadership in promoting the vision and mission of the district.

44. Set high standards and expectations and promote professional growth for self and others.

45. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.

46. Collaborate with the Superintendent, other divisions, and agencies, and contribute to the planning and operation of the district.

47. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

48. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment. Perform other tasks consistent with the goals and objectives of this position.

49. Perform other tasks consistent with the goals and objectives of this position.

Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____