

**ST. MARY PARISH PUBLIC SCHOOLS
CHIEF ACADEMIC OFFICER JOB DESCRIPTION**

POSITION: Chief Academic Officer

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 12-Month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 111/1100

FUNDING: General Fund

EDUCATION AND CERTIFICATION: Valid Louisiana Teaching Certificate with five years of successful teaching experience in the area of certification. A minimum of five years of successful administrative or management experience in education at the level of principal or above. Master's degree from a regionally accredited institution in Educational Leadership or Curriculum and Instruction.

EVALUATION: Evaluations in accordance with the Board's policy on the Evaluation of Professional Personnel.

SUPERVISES: Such staff members as the Superintendent may designate.

PERFORMANCE RESPONSIBILITIES:

1. Attend Board meetings and prepare such reports for the Board as the Board or Superintendent may request.
2. Assist in the determination of types of programs needed by the schools and makes appropriate recommendations.
3. Report on the status of parish programs and services at the request of the Board or Superintendent.
4. Provide strong leadership in the selection, use and evaluation of all instructional materials.
5. Provide a significant leadership role in curriculum planning and development and coordinate related in-service training.
6. Involve supervisors and consultants in a continuous process of curriculum planning and development.
7. Determine appropriate courses of action for the solution of existing curriculum and pedagogical problems.
8. Communicate to the Superintendent the requirements and needs of the parish as perceived by staff members.
9. Prepare state and federal reports as required.
10. Direct the evaluation and testing programs.
11. Attend state government meetings related to curriculum and instruction.
12. Act as a lead contact for state reporting and budgeting in eGMS and other state reporting systems.
13. Perform designated administrative and clerical responsibilities.
14. Attend workshops, meetings, and conferences to keep current in new education trends and philosophies.
15. Work closely with the Director of Human Resources in the proper placement and evaluation of employees under the department scope.
16. Confer with Principals in the formulation of new courses.
17. Create processes that are efficient and effective for the department.
18. Supervise the operation of the Library Processing and In-Service Training Center.
19. Direct the purchase and processing of library books and materials furnished through state library and federal funds.
20. Formulate and direct designated federal instructional projects.
21. Make budget recommendations and monitor budget line items relating to purchases of instructional equipment, furniture, and materials.
22. Coordinate and foster improved communication between regular education, special education, and federally funded programs to ensure a quality educational program for all students.
23. Assist in formulating policies and procedures consistent with laws and meaningful educational practices as they apply to the instructional program and curriculum.
24. Coordinate monthly curriculum meetings for elementary, junior high, and senior high principals with upper administration.
25. Assume responsibility for his/her own professional growth and development through membership and participation in professional organizations.
26. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
27. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

28. Perform such other tasks and assume such other responsibilities as the Superintendent or the Board may assign.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with a computer monitor, print texts, and handwritten documents. The employee must have basic language and communication skills to read, write, discuss, and present information to others clearly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

Signature: _____

Date: _____