



Job Title: Chief Academic Officer	Exemption Status/Test: Exempt
Reports to: Sr. Chief	Date Revised: October 2024
Dept./School: Teaching & Learning	Contract length - 12 Month
Start Date:	Compensation - PG7

Primary Purpose:

The Chief Academic Officer (CAO) is pivotal in shaping the district’s academic vision and strategy during a period of rapid growth. This role is responsible for leading the development and expansion of the academic department to ensure high-quality educational outcomes for all students. The CAO will serve on the Executive Cabinet and collaborate closely with district and school leadership to design, implement, and evaluate instructional programs, professional development, and curriculum initiatives, while fostering a culture of continuous improvement. Central to this role is the integration of *The Learner Experience*, which emphasizes a learner-centered approach that promotes academic rigor, self-directed learning, and collaborative interdependence. The CAO will ensure all initiatives align with the district’s values and goals and reflect the core principles of Community, Excellence, Innovation, Leadership, and Stewardship, as the department evolves to meet the needs of a growing district.

Qualifications:

Masters degree in Education, Educational Leadership, or a related field. (Doctorate preferred)
Experience in educational leadership, curriculum development, or student services.
Demonstrated commitment to the principles of Community, Excellence, Innovation, Leadership, and Stewardship.
Strong organizational, communication, and collaborative skills.
Ability to lead and manage district-wide strategic initiatives.
Dedication to creating equitable learning environments and fostering student success.

Key Responsibilities:

Academic Leadership and Vision

- Lead the development and implementation of a comprehensive academic vision that integrates *The Learner Experience*—focusing on academic rigor, responsibility for one’s own learning, and interdependence among students and staff.

- Lead the development of benchmarks for district objectives, ensuring all levels of the organization are focused on achieving excellence and continuously improving student outcomes.
- Collaborate with district leadership to ensure all academic programs promote excellence, innovation, and equitable access to learning opportunities for all learners.
- Drive the continuous development of curriculum and instructional programs that align with the district's goals and values, while ensuring all initiatives support *The Learner Experience* by promoting a learner-centered, engaging environment.
- Serve as a leadership advocate for advancing high standards in instruction, ensuring all learners receive rigorous academic challenges and the resources necessary to achieve a minimum of one year's growth.

Professional Development and Instructional Support

- Cultivate a community of educators committed to continuous growth, collaboration, and shared responsibility, aligning professional learning efforts with the district's goals and the core principles.
- Oversee the development of district-wide professional development initiatives that empower educators to enhance their teaching practices, supporting *The Learner Experience* by ensuring teachers create environments where students can take responsibility for their own learning.
- Provide guidance to school leaders and teachers in implementing innovative instructional strategies and practices that elevate student engagement and promote interdependent self-management among students and staff.

Collaboration and Stakeholder Engagement

- Serve as a key advisor to the Superintendent and Executive Cabinet on all academic matters, providing strategic insights to enhance both academic outcomes and *The Learner Experience* across all schools.
- Collaborate with district departments, including Teaching & Learning, Data Analytics & Evaluations, and Student Services to ensure alignment of academic programs with the district's core principles and goals while driving academic rigor and supporting holistic student development.
- Partner with school principals, educators, and staff to create and sustain programs that ensure learners are active participants in shaping their learning journey.
- Foster strong relationships with parents, community members, and external stakeholders, ensuring the district's academic vision and learner-focused approach are widely understood and supported.

Curriculum and Program Development

- Oversee the design and evaluation of district-wide curriculum that promotes academic rigor, ownership of learning, and collaborative environments where learners develop skills as interdependent self-managers.
- Lead the development and enhancement of specialized academic programs, such as Advanced Academics, Fine Arts, and Career & Technical Education, ensuring these programs contribute to a well-rounded learner experience.

- Collaborate with district and campus leadership to develop and implement clear guidelines for student clubs, organizations, and activities, ensuring all students have meaningful opportunities to explore their interests and develop leadership skills.
- Continuously assess and refine curriculum and academic programs to ensure they foster a culture of innovation, supporting students in their academic, personal, and social growth while also promoting responsible use of resources.

Accountability and Performance Monitoring

- Establish clear academic performance targets that reflect the goals of *The Learner Experience* and other priorities, focusing on rigorous standards while encouraging students to take ownership of their learning.
- Implement data-driven processes to monitor and evaluate the effectiveness of instructional programs, ensuring accountability for student outcomes across the district.
- Support school leadership teams in aligning their instructional goals with the broader district vision, ensuring that all learners have access to high-quality experiences that fosters interdependence through both independence and collaboration.
- Ensure district-wide efforts demonstrate stewardship in resource allocation, ensuring programs and initiatives that enhance *The Learner Experience* are effectively supported.
- Prepare and present comprehensive reports, data analyses, and academic updates to the Board of Trustees, ensuring transparency and providing insights into district-wide academic performance, progress toward goals, and strategic initiatives.

Supervisory Responsibilities:

As assigned by the Superintendent.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, to include personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district-wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job, and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.