



Job Title: Chief Academic Officer

Supervisor: Superintendent

Terms of Employment: 246 Days

Job Summary

To oversee and direct the Learning Services Division which includes, but is not limited to, the following: Career and Technology Education; Physical Education; NJROTC; Curriculum and Instruction; Elementary, Middle, and Secondary Schools; Federal Programs (Special Education, ESOL, etc.), Library Media Program, Dual Enrollment Programs, Technical Scholars Program, Scholars Academy, Early College High School, International Baccalaureate Programs, AVID Program; and Instructional Technology.

Essential Duties

1. Lead the Learning Services Division in the implementation of a high performance system, utilizing key work processes and human resources to produce student achievement results.
2. Model civility and integrity in all dealings with students, staff, parents, and community members.
3. Continue the design and implementation of curricular, instructional, and assessment programs designed to produce high student achievement results, grades Pre-K through 12.
4. Ensure that new technologies are an integral part of daily classroom instruction.
5. Oversee Federal programs that include ESOL, Special Education, and Title I.
6. Develop and manage all Learning Services curriculum and instruction support budgets.
7. Serve on the school-level interview selection process to hire principals, assistant principals, and curriculum coaches.
8. Oversee staff development programs for professional staff.
9. Enhance professional growth through attendance and participation in seminars and conferences at the local, state, regional, and national level.
10. Employ practices that support high expectations for all students and personnel and foster a positive working and learning climate.



Other Duties

Perform other tasks and assume other responsibilities as designated by the Superintendent.

Job Specifications

Performance of this job will be evaluated annually in accordance with the District's evaluation procedures.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

1. Masters Degree in Education, Educational Leadership, or comparable area from an accredited college of university.
2. SC Administration/Principal Certification.
3. Specialization in curriculum and instruction preferred.
4. Experiences at elementary, middle, and/or secondary levels preferred.
5. Past experience creating and supervising Pre-K through 12, Special Education, Title I, ESOL, and Instructional Technology programs preferred.
6. At least five years of successful experience as a principal or as a district-level administrator with supervisory responsibilities.
7. Able to communicate effectively.
8. Experience in implementing and achieving results through a district-wide strategic plan.
9. Knowledge of research concerning best teaching practices and experiences in translating research to practice.

Physical Requirements

The physical demands identified below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, stand, and reach with hands and arms, stoop or kneel, and crouch.

Additional physical requirements include the following:



- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Ability to read a computer screen and printed material with or without vision aids;
- Ability to hear and understand speech at normal levels and on the telephone; and
- Ability to speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 312

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.