Job Description
Prepared/Revised: **July 2026**

Job Title:	**Chief Academic Officer**	Job Code:	**100223**
Job Family:	**Certified**	FLSA Status:	**Exempt – E**
Pay Program:	**Administrative**	Pay Range**:**	**L 32**
Typical Work Year:	**12 months**		

SUMMARY: Reporting directly to the Superintendent, the Chief Academic Officer (CAO) is responsible for leading all aspects of the district directly related to its core instructional mission. The CAO is responsible for implementing the educational policies and practices of the district that address student academic achievement. This includes the responsibility to plan, direct, organize, coordinate, implement, monitor, and manage all district (K-12) educational and instructional programs, policies, and procedures addressed by the following departments/areas: learning services, content specialists, special education, Title 1, Multi-Language Learners, gifted and talented, assessment and accountability, professional development, accreditation, educational technology, STEM, and other magnet programs, grants and federal programs, preschool/early childhood, prevention, intervention, counseling, social emotional learning, and other related programs. The CAO serves as a liaison to the Board of Education, community groups, parents, departments, schools, and various district groups and committees. The CAO collaborates with district leadership to research, communicate, and implement short-term and long-term educational planning. The CAO is indirectly responsible for the direction and supervision of building administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop the strategic direction of the district related to teaching and learning. Plan and lead the district's educational and extra-curricular programs with input from appropriate departments, organizations, and other stakeholder groups**,** ensuring that Colorado education standards are met or exceeded and are aligned with board of education and superintendent directives. Drive and support the integration of technology into content areas.	D	20%
2. Oversee and ensure planned and positive outcomes of all areas of control, including but not limited to improvement of district graduation rates; improvement in student growth on state and district assessments; reduction of achievement gaps between pupil subgroups; and development of new magnet schools and programs.	D	20%
3. Plan and lead the district's professional development efforts, including further implementation of the teaching and learning cycle and improvement of professional development activities on early release days. Ensure efficient integration of the district's professional development objectives into the curriculum for teachers new to the district. Support delivery of professional development through video and online means.	W	20%
4. Hire, train, direct, evaluate, mentor and develop subordinate personnel in all areas of control. Plan and develop future instructional leaders. The CAO is indirectly responsible for the direction and supervision of building administrators.	D	10%
5. Prepare and deliver reports related to program effectiveness and monitoring to the superintendent and board of education, including recommendations for new policies or revisions to existing policies as conditions change. Ensure district compliance with all Colorado and federal laws and reporting requirements.	D	10%
6. Establish and maintain effective working relationships with key district staff, governmental agencies, school districts, community groups, and other stakeholders in support and furtherance of district initiatives and to maximize the effectiveness. Serve on the superintendent's senior leadership staff and line of succession to the superintendent.	D	10%
7. Develop, administer and monitor budgets in all areas of control, including analysis of budget expenditures and recommendations for on-going operations effectiveness, ensuring fiscal integrity and compliance.	W	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree from an accredited college or university in educational administration.
- Minimum of five (5) years in school administration.
- Minimum of three (3) years in teaching and curriculum design or three (3) years of experience in education administration with an emphasis in learning services, staff development or project management.
- Advanced experience in organizational behavior and development, planning, school district management, educational policy, and communications.
- Advanced experience in the implementation of curricula based on established instructional standards.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Administrator or Principal license required.
- Valid Colorado driver's license.
- Must fulfill the requirements of all state and federal laws.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrated ability to effectively lead personnel to set standards and to accomplish goals in a large and complex education organization.
- Ability to travel among school locations.
- Advanced knowledge of K-12 central office administration procedures and practices.
- Strategic and visionary skills with sound technical and analytical abilities.
- Strong leadership skills with group facilitation, planning, problem solving, and coaching/mentoring.
- Advanced oral and written communication and interpersonal skills.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to contribute to cultural equity, diversity and inclusion for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Exec Director, Special Populations	1	3095
	Exec Director, Schools	5	3092
	Exec Director, Secondary Options & Innovative Programming	1	110630
	Director of Early Childhood Education	1	060508
	Executive Director, Professional Learning & Strategic Alignment	1	3120
	Exec Director, Assessment, Evaluation and Analytics	1	110622
	Communications Administrator (Shared with Comms Dept)	1	70611
	Senior Executive Assistant-Cabinet	1	1343

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for creating, monitoring, and staying within the budgets for all areas of control. Responsible for approval of expenditures within those budgets.
- The individual in this position is prepared to be designated as "temporary acting Superintendent" and shall have intimate knowledge of district budget, personnel, and learning/curriculum issues.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	