Position Inventory: E92
FLSA Status: Exempt
Bargaining Unit: NA
Classification: Licensed Administrator
Calendar: 12 Month / 8.0 Hour Day
Job Description Last Review Date: 11/05/2026
Job Description Adoption Date: 11/08/2023

Job Title: Chief Academic Officer
Department: Office of Academics
Reports to: Superintendent
Highest Level Supervised: Executive Director

Job Summary:
The Chief Academic Officer provides strategic leadership for Des Moines Public Schools, overseeing all teaching and learning, educational and curriculum-related programs, and school-based operations, along with other educational and administrative areas as assigned by the Superintendent. The role serves as a key advisor to the Superintendent and is a member of the Superintendent's Cabinet. The Chief Academic Officer exercises independent judgment and strategic foresight and manages complex relationships. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

Essential Functions and Responsibilities:
1. Develop short- and long-range goals and objectives aligned with the district's strategic plan, including plans to implement and evaluate district programs; manage department resources.
2. Develop and implement a systemic approach to developing and evaluating curriculum, assessment, instruction, and professional development for PK-12 programs.
3. Coordinate and implement the support structure needed to sustain the school improvement process, including soliciting input from students, school-based employees, district-based employees, and community stakeholders.
4. Provide leadership across the district to facilitate continuous improvement and collaboration across all departments and schools; analyze critical needs and objectives in assigned areas and work collaboratively to design, implement, review, evaluate, and update programs.
5. Facilitate collaboration and effective communication among assigned personnel, principals, central administration staff, and the community to realize the goals set forth in the district's strategic plan.
6. Participate in the district-level decision-making process to review and report on district goals and initiatives.
7. Implement plans, procedures, and position responsibilities relative to district policies, district and department goals and objectives, district programs and curriculum, and the efficient and effective use of resources.
8. Meet regularly with assigned staff to discuss performance; jointly develop improvement objectives to identify professional growth opportunities; supervise and evaluate personnel assigned under direct supervision.
9. Advise the Superintendent on matters regarding curriculum, instruction, and assessment of PK-12 programs, and on other assigned projects, functions, and initiatives.
10. Manage information and conflict by being available to meet with staff, parents, students, and community members on issues related to curriculum, instruction, assessment, and learning.
11. Actively support the efforts of the Board, Superintendent, and colleagues to achieve district goals and objectives.
12. Participate in a variety of community organizations and serve as the district's representative.
13. Attend all Board meetings, serving as a resource person for the Superintendent and Board.
14. Maintain professional learning and growth through professional organizations, seminars, course work, and collaboration.

15. Other duties, as assigned.

Minimum Qualifications:

- **Education:** Master's degree in School Administration plus 30 additional graduate semester hours in an approved superintendent program, OR Specialist degree (Ed.S.), Ed.D., or Ph.D. in educational leadership/superintendency
- **Work Experience:**
  - Five years previous supervisory
  - Five years administrative experience in an educational setting
- **Licensure or Certification:** Administrator License with evaluator approval; Superintendent PK-12/AEA Administrator endorsement or eligibility

Knowledge, Skills, and Abilities:

1. Knowledge of current educational research relative to curriculum and instruction issues, as well as school finance, effective school research, personnel management, technology, and strategic planning.
2. Knowledge of federal and state laws impacting public school districts.
3. Ability to analyze facts and make sound decisions based on applicable laws and policies.
4. Effective written and oral communication and presentation techniques.
5. Ability to prioritize tasks and to delegate them when appropriate.
6. Strong analytical and problem-solving skills.
7. Strong supervisory and leadership skills; ability to motivate stakeholders in the district.
8. Excellent organizational skills, attention to detail, and commitment to quality and accuracy.
9. Excellent time management skills with a proven ability to meet deadlines.
10. Proficient with Microsoft Office Suite or related software.
11. Maintain confidentiality.
12. Attend work on a prompt and regular basis.
13. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.

Physical Requirements:

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Frequent 33% - 66%
Sitting	Frequent 33% - 66%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1%- 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Occasional 1% - 32%
Lifting (20 lbs.)	Occasional 1% - 32%
Carrying (10 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Frequent 33% - 66%
Computer	Frequent 33% - 66%
Other	Never 0%
Working Conditions	
Inside	Constant 67%+
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

HR Signature: Date:  **Date: 11/05/2026**

The Des Moines Independent Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions, concerns or a complaint related to this policy, please contact Carol Wynn-Green, 901 Walnut Street, Des Moines, IA 50309; phone: 515-242-7709; email: carol.wynngreen@dmschools.org. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.