

CHIEF ACADEMIC OFFICER
REPORTS TO: Superintendent of Schools
SUPERVISES: Executive Director, Advanced Studies/Academic Excellence Executive Director, Career, Technical and Adult Education Executive Director, Elementary School Education Executive Director, High School Education Executive Director, Middle School Education Director, Athletics, PK-12 PE, Health Education and School Wellness Director, English Learners Services Support Staff
QUALIFICATIONS: Master's degree from an accredited college or university with certification in Educational Leadership or Administration and Supervision. A high concentration of coursework and career experience in the area of curriculum is necessary.
PREFERRED: Experience in public school administration (curriculum and supervision) is preferred.
MAJOR FUNCTION
The Chief Academic Officer performs a variety of supervisory and administrative tasks in developing, directing and overseeing the day-to-day operations of Teaching and Learning including translating the district's educational philosophy, goals, and objectives into active terms that directly benefit students. The Chief Academic Officer is responsible for the administration of the division's departments including the supervision of its personnel and functions, goal setting, communicating, and decision-making while coordinating the delivery of the PreK-Adult curriculum. This position works directly with the Chief Financial Officer, Chief Operations Officer and Area Superintendents to develop systematic approaches to evaluate and improve teaching and learning to determine the most effective means of closing the achievement gaps and increasing student achievement for every student in a safe learning environment.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Advocates, facilitates and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals and School Improvement Plans. • Provides leadership and direction for the development and implementation of strategic plans within the division, aligned with and supportive of the District Strategic Plan. • Interprets impact of legislation, state board rule and policy as it relates to curriculum, instruction, assessment and reporting student progress. • Develops requirements for promotion and graduation of students consistent with state requirements. • Monitors and communicates trend, benchmark and comparison data in the areas of curriculum, instruction, assessment, and improvement activities to assist school personnel in analyzing data for continuous improvement of student achievement. • Serves on community boards as requested, and acts as liaison with community groups, parents, colleges, universities and other agencies. • Solicits and monitors customer satisfaction results and provides leadership in the evaluation and modification of programs through advisory committees and other groups.

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ESSENTIAL RESPONSIBILITIES (Continued)

- Vested with the authority of the superintendent to resolve issues related to the day-to-day operations of the division including Elementary; Secondary; and Career, Technical and Adult Education departments.
- Communicates budget parameters from various funding allocations, Florida Education Finance Program (FEFP) alignment information and legislative mandates.
- Develops division's annual budget, recommends school staffing models and the progress report schedule and provides input to school calendar.
- Participates in FTE projections, student assignment and represents division in planning capital outlay projects.
- Develops and monitors program processes and services based on data and the needs of students, teachers, administrators, families, businesses and community.
- Provides direction for the improvement of student achievement in grades PreK-12-Adult systemwide.
- Develops, organizes and implements models of technical assistance for schools with low student achievement.
- Develops, organizes and implements models programs & practices, for schools with average to high student achievement including acceleration mechanisms.
- Provides direction in the planning, coordination and overall implementation of research, evaluation, testing and accountability services, projects and activities in the district with emphasis on improved decision-making and accountability, particularly in regard to district goals, objectives and priorities of the District Strategic Plan.
- Provides direction in the planning, organizing, coordinating, and evaluating of all K-12 career technical programs including Centers of Excellence, Career Academies and postsecondary adult education programs.
- Leads an achievement team of Executive Directors, their directors and staff members to provide direct assistance to schools served by that team with the delivery of technical assistance to schools.
- Works with Florida Department of Education (DOE) state assistance teams.
- Works collaboratively with Area Superintendents, school system departments, community agencies, local universities, research laboratories, etc.
- Maintains contact with other school systems to share ideas and information.
- Represents the Superintendent, upon request.
- Attends professional meetings (national, state, and local) to keep informed on current developments as they pertain to the division.
- Establishes a budget for instructional materials.
- Monitors/approves out-of-county travel requests.
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- Monitors/approves out-of-county travel requests.
- Consults with university personnel to improve teacher training programs.
- Serves as a member of the Superintendent's Executive Leadership Team.
- Performs other related duties as assigned.

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TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; TITLE BOARD APPROVED: 8/26/81; FORMAT REVISED: 7/88; REVISED: (TITLE) 8/90; BOARD APPROVED: 8/22/90; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGE: 9/05 AK; BOARD APPROVED: 9/27/05; REVISED D&R 10/05 AK, REVISED TITLE, D&R, PAY GRADE: 2/07; BOARD APPROVED: 2/20/07; REVISED TITLE, PAY GRADE, MF, D&R and ADA 7/10 LM; BOARD APPROVED: 7/27/10 REVISED FORMAT, TITLE, MF, ER, ADA, LM; BOARD APPROVED: 6/12/12; REVISED JOB TITLE, SUPERVISES, MF 05/07/23 PT; BOARD APPROVED: 05/22/23

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Chief Academic Officer – ADM