

<b>Job Title:</b>	Chief Academic Officer	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Superintendent	<b>Pay Grade:</b>	111
<b>Dept/School:</b>	Curriculum & Instruction	<b>Date Revised:</b>	August 19, 2022

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### Primary Purpose

The primary purpose of the Chief Academic Officer (CAO) position is to plan, direct, and manage all division of academics and instructional services, programs, and personnel. The incumbent will provide direction and assume responsibility for providing direction and oversight of the academic affairs division, development of curriculum, and all instructional programming of the district. The CAO will partner and collaborate with the Department of School Leadership to provide support and accountability for campuses as it relates to student well-being, growth, and instructional programming.

### Qualifications

#### Education/Certification

Master's Degree

Doctorate Degree preferred

Valid Texas Principal Certificate

Valid Mid-Management Certification and or Supervisor Certification

Knowledge of school district academic systems

\*Valid Texas-Teacher Evaluation and Support System Certification (T-TESS) (preferred)

\*Valid AEL or ILD Certificate (preferred)

\* The ability to obtain these certifications

#### Special Knowledge/Skills

- Knowledge of curriculum development and program design
- Skills in project management, community-building, and resource acquisition development
- Thorough knowledge and understanding of federal, state, and local accountability measures; state and local assessments; and Every Student Succeeds Act (ESSA) requirement
- Proven ability in aligning curriculum, instruction, and assessment to standards; implementing and evaluating academic programs; leading and facilitating collaboration among departments; and analyzing and utilizing data effectively to improve instruction.
- Proven ability to improve student academic achievement through the development of systems to monitor the execution and implementation of instructional programs with fidelity.
- Proven ability to build a cross-functional curriculum and program development team aligned with the academic vision for the district.
- Ability to develop, implement, and assess policy, regulation, and practice
- Excellent leadership, communication, public relations, report writing, organizational, and interpersonal skills.
- Ability to multi-task in a fast-paced environment and apply analytical techniques to identify and resolve problems.

#### Experience

Minimum of 3 years successful teaching experience

Minimum of 5 years in instructional leadership role in a large school district

Minimum of 5 years at the district senior leadership level as principal, director, or above

### Major Responsibilities and Duties

#### Instructional and Program Management

1. Ensure district-wide teaching and learning goals, strategic objectives, initiatives, strategies, and priorities identified in the District Strategic Plan are fully implemented.
2. Develop and implement educational activities both strategic and operational, including metrics to track and evaluate progress.

3. Set and communicate academic program operations, if necessary, modify existing program services or replace configurations to ensure they lead to maximum student achievement.
4. Foster interaction and coordination within and between the instructional departments to meet the needs of the at-risk and special student populations in grades Pre-Kindergarten through twelfth grade.
5. Plan, design, implement, evaluate, and coordinate delivery of services; determine and implement appropriate changes and improvements to ensure effective, cost-efficient programs.
6. Design and deliver the master professional development plan to ensure success with implementation of programs.
7. Collaborate with members of the district leadership team to ensure coordinated planning and consistent implementation of district strategic programs, projects, and initiatives.
8. Provide leadership, direction, and support to campus principals in the coordination and alignment of effective research-based programs that result in high academic achievement for all student groups.
9. Plan, implement and evaluate instructional programs including learning objectives, instructional strategies, and assessment techniques with curriculum facilitators, instructional officers/coaches, and principals to ensure the alignment of campus programs with the district vision.
10. Collaborate with the stakeholders (colleges, universities, principals, teachers, parents, etc.) to ensure college and career readiness for all our students.
11. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis and ensure alignment with Texas Essential Knowledge and Skills (TEKS).
12. Facilitate and support the development and implementation of innovative instructional programs to achieve identified district and campus objectives.
13. Collaborate with the professional learning department to build teacher capacity associated with appropriate learning experiences for students and ensure student activities are effective in supporting curriculum, instruction, and assessment processes.
14. Facilitate professional development for campus leaders and their staff by recommending and/or providing educational literature and training opportunities to create and maintain a cohesive district instructional program.
15. Ensure that data used in evaluating all major educational programs is sufficient, objective, and accurate.
16. Analyze, interpret, and utilize student achievement data to identify and address academic needs.
17. Monitor educational research, trends, and developments in the areas of curriculum, instruction, assessment, and the usage of data to support school improvement efforts and program development.
18. Evaluate the maintenance of all Information System data related to curriculum (i.e., transcripts, grade placement, compulsory attendance procedures, LPAC minutes, Administration of State Assessments, Special Education documentation requirements, etc.)
19. Lead and nurture a culture of excellence, and creative thinking to support strong student achievement results.
20. Perform other duties as assigned by supervisor.

**Policy, Reports and Law**

21. Ensure compliance with federal, state, and local program mandates required of the district for assigned program areas.
22. Maintain current knowledge and understanding of Board policies and administrative regulations.
23. Implement policies established by federal and state law, and local Board policy in instructional programs and student support.
24. Recommend District policy, regulation, and procedure to support instructional effectiveness and student achievement.
25. Promote appropriate use of assigned programs to further the education of students through collaborative and effective use of school policy.
26. Coordinate with the Chief School Officer to revise school policies relating to the District's Instructional Program.
27. Work collaboratively with the Department of Human Resources and State and Federal Programs to ensure job descriptions for federally funded positions are reviewed and updated on a regular basis, clearly identifying the function and activities performed by the employee for the applicable funding source.

**Personnel Management**

- 28. Supervise assigned personnel, conduct performance appraisals, and make recommendations for appropriate employment action.
- 29. Ensure that staff members are well informed on district matters, as well as department policies.
- 30. Anticipate, manage, and resolve conflict effectively by employing effective interpersonal skills
- 31. Promote an organizational climate that results in positive staff morale, transparency, and cross collaboration amongst the various programs.
- 32. Manage assignments and perform daily supervision of professionals, paraprofessionals, and/or interns for assigned departments and ensure they are providing optimal support to campuses.
- 33. Support professional growth and development for staff.

**Communication and Community Relations**

- 34. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district goals.
- 35. Facilitate consistent professional communication and close collaboration with the district instructional departments and campuses in support of federal regulations, state standards, and district goals.
- 36. Foster positive relationships with other departments/divisions to facilitate achievement of the district's mission.
- 37. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
- 38. Communicate with the Board in accordance with guidelines established by the Superintendent.

**Professional Growth**

- 39. Participate in professional organizations, disseminating ideas and information to other professionals and provide leadership in trend identification and problem-solving approaches.
- 40. Participate in professional development activities on a continuing basis
- 41. Responsible for professional growth and current research, trends, and best practices relevant to areas of responsibility.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; frequent travel; frequent prolonged working hours

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 for employees may be referred to the District compliance officer, Rosa Ramos, at 230-2031; Application of Titles VI, VII, IX, and Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.