



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

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| POSITION TITLE | Chief Academic Officer |
| SCHOOL/DEPARTMENT | Curriculum and Instruction |
| SALARY | Admin VI |
| FLSA STATUS | Exempt |
| REPORTS TO | Superintendent |
| SUPERVISES | 2 Executive Directors, 6 Directors, 1 Administrative Assistant |
| WORK WEEK SCHEDULE | Monday - Friday; must be able to work late evenings and some weekends |
| WORK HOURS | 40 |
| NUMBER OF MONTHS PER YEAR | 12 |

POSITION PURPOSE:

The Chief Academic Officer is responsible for assisting the Superintendent with leadership and supervision in developing, achieving, and enhancing educational programs and related services and develops measures to track and evaluate progress of system wide educational programs. This position supervises areas including, but not limited to, instructional improvement, curriculum and instruction, exceptional children services, academically gifted services, co-curricular activities, and support services. The CAO also administers school improvement efforts and addresses academic concerns of teachers, parents, administrators, students and the community. The Chief Academic Officer assumes a leadership role on the Superintendent's Cabinet, assisting with long-range strategic planning, developing system-wide budgets, plans, policies and activities. The CAO has primary authority and accountability to implement a vertically aligned curriculum and assessment system. The CAO leads the educational performance of the district through a clear vision and strategic direction for the district's curriculum, instruction, and school improvement initiatives; designs and implements professional development that provides educators with understanding of instructional best practices; with other leaders around issues of instructional quality.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of PreK-12 curriculum and instruction
- Knowledge of school system budgeting process
- Thorough knowledge of Orange County Schools Board of Education policies and the ability to interpret and enforce them
- Proven ability to develop and deliver programming that drives improved academic performance for all student populations and knows effective practice for differentiating instruction
- Deep understanding of curricular frameworks, pedagogy, and quality classroom materials; experience developing and implementing curriculum for a wide variety of grade levels and subjects
- Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites
- Thorough knowledge of effective instruction and knowledge of current theories of curriculum instruction and assessment
- Ability to prepare, read, interpret and comprehend a variety of job related forms, terminology, reports, spreadsheets, mathematical formulas, maps, plans, records, documentation and correspondence as required by the job and to communicate findings effectively
- Possess strong verbal and written communication skills
- Ability to present effectively to individuals or groups of various sizes Responsive to inquiries and/or complaints in a timely manner
- Able to remove and/or address barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
- Exhibit sensitivity to cultural differences in the schools, school system offices, and community
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change
- Excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups

EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree in school administration or related field
- Additional course work required for licensure as Principal or District-Level Administrator.
- Demonstrated success leading strategic educational initiatives.

CERTIFICATION AND LICENSE REQUIREMENTS

- North Carolina Administrator License

- Have appropriate maintenance of administrative continuing education requirement.
- Must possess a valid motor vehicle license administered by the State of North Carolina Division of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Doctorate in Education, School Administration or Public Administration
- Curriculum/Instructional Specialist Certification
- Administrator Certification
- Successful experience as a Principal
- Ten or more years of experience as a school administrator including knowledge of academic and accountability testing

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise Curriculum and Instruction, Professional Development to improve school achievement
2. Provide vision and strategic direction (- for the district's curriculum, instruction and school improvement initiatives, aligned with the long term strategy to improve student achievement and narrow the achievement gap between racial, ethnic and economic groups.
3. Build and lead a highly effective, innovative academic services department including re-envisioning the current team, roles and responsibilities as necessary
4. Reduce the variability in curricula, instruction, and assessment and implement a vertically aligned curriculum and assessment system
5. Develop and monitor accountability systems and evaluation rubrics and leverage data to inform strategic direction
6. Collaborate with schools to develop instructional programs and implement reform models designed to improve achievement of all students
7. Serve as the key spokesperson to the Superintendent, Advisory Board and the community regarding academic and educational issues.
8. Serve as the district representative regarding academic affairs in meetings with governmental, legislative and business and community meetings
9. Provide direction in and maintain current knowledge of educational reform and instructional best practices in all aspects of PreK-12 public education
10. Ensure district compliance with State regulations and policies in monitoring, assessment, and reporting for all academic programs
11. Direct the planning, organization, administration and fiscal management of all aspects of the district's curriculum and instruction program
12. Prepares and delivers written and oral presentation regarding the academic program and accountability to the Board of Education, principals, staff, parents and community groups
13. Attends regular meeting of the Board of Education
14. Effectively conducts staff meetings
15. Supervises and conducts personnel administration for direct subordinates, including hiring and firing, evaluation, assigning special duties, monitoring attendance and travel reports and granting leave
16. Provides leadership and supervision to central office staff and coordinates efforts with principals

- to insure the successful operation of instructional programs in the district schools
17. Provides input on professional development activities for the district
 18. Monitors the latest research, trends and development in education and interprets these matters for the Superintendent, Cabinet, Board of Education and staff members
 19. Serves as a liaison for social, professional, civic, volunteer and other community agencies and groups having an interest in schools
 20. Coordinates, facilitates, manages and supervises activities of staff and reports on the status of services
 21. Provides leadership for the district accreditation process
 22. Oversees the foreign exchange student program
 23. Coordinates the School Improvement Plan process
 24. Oversees various budgets related to the instructional program and professional development
 25. Performs other duties as assigned by the Superintendent

| WORKING CONDITIONS | |
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| PHYSICAL DEMANDS | Work is considered light physical work requiring the exertion of up to 20 pounds of force. |
| WORK ENVIRONMENT | Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public. |
| ACKNOWLEDGEMENTS | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
| <i>Reviewed by: Employee's Signature</i> | <i>Date</i> |
| | |
| <i>Approval by: Supervisor's Signature</i> | <i>Date</i> |
| The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*