

SCHOOL DISTRICT OF WAKULLA COUNTY

CHIEF ACADEMIC OFFICER

JOB DESCRIPTION

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution.
2. Certified in Administration and Supervision, Educational Leadership or School Principal.
3. Minimum of five (5) years successful experience in education to include two (2) years in an administrative or supervisory capacity.
4. Other qualifications deemed necessary by the School Board.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concept for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development, staff development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to balance several job functions at one time and work under a heavy workload. Good interpersonal and communication skills. Ability to utilize statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

REPORTS TO:

Superintendent

JOB GOAL

The Chief Academic Officer ensures that quality academic programming and initiatives are offered to all students in a mission to increase academic achievement, graduation rates, and ensure students are college and career ready. The Academic Team is focused on a path that centers on creating a dynamic learning environment for all students.

SUPERVISES: Curriculum and Professional Development Personnel

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Coordinate the overall activities of planning, development, coordinating, implementing and evaluating District curriculum for Pre-Kindergarten through Grade 12.
2. Coordinate and administer the evaluation and selection of textbooks and instructional materials, including the preparation of textbook requisition, processing and receipt of funds for lost and damaged books.

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3. Maintain an inventory of state-adopted textbook and publicize the location to preview such textbooks.
4. Assist in the implementation of the District's Student Progression Plan.
5. Coordinate the District's staff development program, including revision of the Master Plan for inservice education and implementation, evaluation and maintenance of records of participation.
6. Coordinate the accreditation process for District schools.
7. Assist with coordination of the School Improvement Process for District schools.
8. Coordinate other assigned programs such as the Volunteer Program, and other academic activities/fairs, including the Spelling Bee, History and Science Fairs.
9. Inter/Intra-agency Communication and Delivery
10. Maintain a close working relationship with School and District personnel to ensure information exchange, coordination of efforts and general support for the decision making process.
11. Facilitate ongoing communication with teaches to assure articulation of the curriculum.
12. Visit classrooms for first-hand knowledge of curriculum practices.
13. Assist in ensuring the purposeful articulation among all instructional levels as well as between basic and special programs.
14. Serve as liaison with PAEC for Curriculum and Professional Development initiatives.
15. Report on the status of programs and services, as requested.
16. Serve as contact to the Department of Education in assigned areas.
17. Maintain good public relations with parents and community groups for dissemination of information and feedback.
18. Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
19. Maintain liaison with the local business community, civic organizations and other groups having an interest in the schools.
20. Professional Growth and Improvement
21. Keep well-informed about current trends and best practices in assigned areas of responsibility.
22. Keep up-to-date and well-informed about legislation and legal issues.
23. Assist school and District personnel in keeping up-to-date about trends, best practices, legislation and related issues.
24. Promote and support professional development for self and others.
25. Attend meetings, workshops and conferences which promote professional growth and will benefit the District.
26. Systemic Functions
27. Develop, recommend and administer the budgets for assigned programs.
28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
29. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
30. Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
31. Perform other incidental tasks consistent with the goals and objectives of this position.
32. Leadership and Strategic Orientation
33. Provide input into District-wide planning for assigned areas to relate the instructional program and the use of financial and human resources to the Districts' goals and objectives.
34. Model and maintain high standards of professional conduct.
35. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.

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- 36. Use appropriate interpersonal styles and methods for guide individuals and groups to task accomplishment.
- 37. Facilitate problem-solving by groups or individuals.

PHYSICAL REQUIREMENTS:

Position requires light work exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Twelve month year.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of administrative personnel.

SALARY ITEM NUMBER: #31 – Level I