

**Job Title:** CHIEF ADMINISTRATIVE OFFICER  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** March 25, 2024

### **Primary Purpose**

The Chief Administrative Officer is a Cabinet-level position who serves under the general direction of the Superintendent. The Chief Administrative Officer provides operational assistance by managing special projects and leading key initiatives by resolving complex issues that require executive leadership and direction. The Chief Administrative Officer directs the district's special populations programs to ensure provision of needed services for English Language Learners, 504 and Special Education students in compliance with all state, federal, and local requirements.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Texas-Mid-management or other appropriate Texas certificate  
Texas Teacher Evaluation Support System (TTESS), preferred

### **Special Knowledge/Skills**

Extensive knowledge of Board policy, compliance/legal issues  
Extensive knowledge of district-level organization and operations  
Extensive knowledge and skills related to collaboration with outside governmental entities, agencies and organizations  
Knowledge and experience in student services and discipline  
Extensive knowledge in developing and writing District –level communiques, publications, presentations and reports  
Extensive knowledge in developing and writing federal, state and foundation grant proposals  
Mediation skills

### **Experience**

Five years' leadership experience in School Administration  
Campus Leadership experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Administration**

1. Provide general professional support and operational assistance to the Superintendent including managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, and by supporting the deliverables of the Superintendent's Cabinet.
2. Collaborate with the Superintendent, Cabinet, and members of the Superintendent's Leadership Team in strategic planning and the development of instructional models and deployment of strategies designed to support district staff, school-based leaders, professional educators, and students with linguistic or special needs.
3. Assist the Superintendent with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
4. Serve as the liaison and contact between the Superintendent and internal/external stakeholders and leadership teams to gain diverse perspectives in the development and support of District initiatives and priorities (Strategic Planning Committees, Citizen's Committees, Teacher and Student Advisory groups, etc.).
5. Assist in the preparation of board agendas, structure of board meetings, accuracy of board minutes, and gathering of and disseminating of information for the Board on behalf of the Superintendent.

### **Instructional Management: As assigned by Superintendent**

6. Conference regularly with supervised staff, jointly develop instructional plans and support individual professional development activities for Bilingual/ESL and Special Education and general education teachers as appropriate).

### **School and Community Relations**

7. Articulate the District's Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback for improving and supporting the District's special population programs.
8. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
9. Respond to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
10. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

### **Student Services**

11. Represent the District as the Custodian of Student Records; direct the preparation of records responsive to requests from the public, parents, and via subpoena; and keep informed of and comply with all provisions related to the Texas Public Information Act and FERPA.
12. Ensure annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
13. Address parent concerns related to discipline and campus administrative decisions. Serve as the Level II hearing officer for Student, Parent or Community grievances.

### **Grant Assistance**

14. Conduct research on potential state and federal grant opportunities for special programs within the District.
15. Identify and present grant concepts and funding proposals to the Superintendent which would support and enhance current funding sources.
16. Collaborate and provide technical assistance to Special Program Directors for the purpose of preparing, reviewing, and submitting a District-level grant.
17. The Chief Administrative Officer is the designated District Coordinator for School Improvement (DCSI).
18. The Chief Administrative Officer works with campus principals to facilitate, lead, and support district and campus school improvement efforts using the Effective Schools Framework.
19. The Chief Administrative Officer is responsible for monitoring and implementing all components of the Targeted Improvement Grant through the Texas Education Agency.
20. Maintain master files on district level grants.

### **Policy, Compliance Reports, and Law**

21. Assist the Superintendent with completing and submitting compliance reports and surveys on behalf of the District as required by law.

22. Comply with policies established by federal and state laws, State Board of Education rule, and local board policy.

**Other**

23. Maintain confidentiality and discretion with sensitive issues and information.

24. Perform other duties as assigned by the Superintendent.

**Supervisory Responsibilities**

25. The Chief Administrative Officer directly supervises and evaluates the Bilingual/ESL Director and the Special Education Director.

26. Monitors the instructional operation of the Bilingual/ESL Department through the supervision of the Bilingual/ESL Director.

27. Monitors the instructional operation of the Special Education Department through the supervision of the Special Education Director.

**WORKING CONDITIONS**

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

Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours.

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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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_