

Job Title:	CHIEF ADMINISTRATIVE OFFICER
Reports to:	Superintendent of Schools
Dept./School:	Executive Office
Wage/Hour Status:	Exempt
Date Revised:	May 15, 2023

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, by supporting the deliverables of the Superintendent's Cabinet Team and by ensuring that expectations and deadlines are clearly communicated to staff. The Chief Administrative Officer supports the Superintendent by serving as the executive liaison to the Board of Trustees by facilitating the Board's policy development and offering policy interpretation and advice; and by preparing/contributing to reports, briefings, presentations and responses on Board goals and specific issues; and facilitating special committees created by the Board. The Chief Administrative Officer represents the District and Superintendent at public events and in various capacities with government and community organizations; facilitates communication with all stakeholders; and ensures that the Superintendent's office is responsive to the needs of the Board, staff and community with particular attention to supporting equity and diversity. The Chief Administrative Officer also provides oversight of the District's communication and coordinated health services for students. The Chief Administrative Officer supervises the instructional success at the district and campus level, working closely with the Special Education Department.

QUALIFICATIONS

Education/Certification

Master's degree
Texas Principal or other appropriate Texas certificate
Certified appraiser

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. Serve as a key strategic planner, ensuring that expectations and deadlines are clearly communicated throughout the organization and issues that need the Superintendent's or Cabinet's attention, are dealt with in a timely manner (To Do Lists, Master District Deadline Matrix and Principal's Matrix).
3. Collaborate with the Superintendent, Cabinet, and members of the Superintendent's Leadership Team in strategic planning and the development of models and deployment of strategies designed to support district staff, school based leaders, professional educators, and students.

4. Assist the Superintendent with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
5. Serve as the District's Policy Contact and oversees the maintenance and update of Legal, Local and Administrative policies.
6. 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.).
7. 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

8. Conference regularly with supervised staff, jointly develop instructional plans and support individual professional development activities (Special Education Department, as appropriate).

School and Community Relations

9. Articulate the District's Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback of District programs, policies and philosophy in realizing the School Board of Trustees goals.
10. Assist the Superintendent with developing and publicizing press releases, notices, reports, presentations, and briefings related to the vision, mission, and goals of the District.
11. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
12. Respond to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
13. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

Student Services

14. 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.
15. Ensure annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
16. Assist campus administrators with fair and consistent administration of discipline policies and discretionary disciplinary alternative education program (DAEP) placements.
17. Address parent concerns related to discipline and campus administrative decisions. Serve as the Level II hearing officer for Student, Parent or Community grievances.
18. Provide oversight to the District's school health services, including supervision of the School Health Services Coordinator; coordination and collaboration with community health officials and service providers; and coordination of training for school nurses, and required annual reporting to the Department of State Health Services and Texas Education Agency.

Grant Assistance

19. Conduct research on potential grant opportunities for the District. (e.g. TEA, Federal, DoDEA).
20. Identify and present grant concepts and funding proposals to the Superintendent which would support and enhance current funding sources.
21. Collaborate and provide technical assistance to Cabinet and/or district personnel for the purpose of preparing, reviewing, and submitting a District-level grant.
22. Maintain master files on district level grants.

Policy, Compliance Reports, and Law

23. Coordinate the development and adoption of board policy and administrative regulations as needed.
24. Serve as a resource for questions regarding interpretation and/or implementation of board policy and administrative regulations.
25. Work with the Superintendent and the Board to prepare agendas and structure Board-appointed Committee (Board Policy Review Committee, Safety and Security Committee, School Health Advisory (SHAC), and Strategic Planning) Meetings.
26. Coordinate postings of all proposed and adopted board policies and administrative regulations are updated on the school district's website.
27. Assist the Superintendent with completing and submitting compliance reports and surveys on behalf of the District as required by law (e.g., Eminent Domain, Texas School Safety Audit Report, TEA Reports, DSHS Annual Reports).
28. Assist the Superintendent with maintaining the Superintendent's evaluation calendar, dashboard, and appraisal instrument.
29. Assist the Superintendent and school board with organizing school board member orientation, annual training opportunities, and completing reporting requirements as required by law.
30. Maintain and update the School Board Handbook as needed.
31. Serve as the District's Title IX Coordinator.
32. Serve as the District's Election Coordinator.
33. Comply with policies established by federal and state laws, State Board of Education rule, and local board policy.

Other

34. Maintain confidentiality and discretion with sensitive issues and information.
35. Perform other duties as assigned by the Superintendent.

Supervisory Responsibilities

36. The Chief Administrative Officer directly supervises and evaluates the Communication & Public Relations Director, the Health Services Coordinator and the Operations Coordinator.
37. Monitor the Operations/Textbooks/Safety Departments through the supervision of the Operations Coordinator.

38. Monitor the Special Education Department instructional operations through the supervision of the Special Education Director.
39. Monitor the Communication & Public Relations Department through the supervision of the Communication & Public Relations Director.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

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

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:** _____