

Job Title:	CHIEF ADMINISTRATIVE OFFICER
Reports to:	Superintendent of Schools
Dept./School:	Executive Office
Wage/Hour Status:	Exempt
Date Revised:	August 19, 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 to the Superintendent regarding the strategic vision and direction of the District, and works with district leadership to implement the district's strategic plan including managing special projects, leading key district initiatives, and facilitating stakeholder engagement. The Chief Administrative Officer supports the Board of Trustees by coordinating the development, review, and revision of Board Policy and governance functions of the District. The Chief Administrative Officer represents the District and Superintendent and is responsible for providing leadership, vision, direction, and execution of major communication, programs, strategies, events and activities, and is responsive to the needs of the Superintendent, Board, staff and community with particular attention to supporting equity and diversity.

QUALIFICATIONS

Education/Certification

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

Administrative Responsibilities

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. 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.

School and Community Relations

6. Assist the Superintendent with developing and publicizing press releases, notices, reports, presentations and briefings related to the vision, mission, and goals of the district.
7. Assist in articulating the District's Vision and Goals to all stakeholders and leadership teams.
8. Assist in gathering-feedback for improving and supporting the District's special projects and key initiatives.
9. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
10. Respond to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
11. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

Student Services

12. 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.
13. Ensure annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
14. 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

15. Conduct research, and present grant concepts and funding proposals for potential state and federal grant opportunities that would support and enhance the District's current funding sources.
16. Collaborate with district-level leadership for the purpose of preparing, reviewing, and submitting District-level grants.
17. Maintain master files on district level grants.

Policy, Compliance Reports, and Law

18. Serve as District Policy Contact and oversee the development, adoption, and maintenance of board policies.
19. Serve as a resource for questions regarding interpretation and/or implementation of board policy and administrative regulations.
20. Work with the Superintendent and the Board to prepare agendas and structure Board-appointed committees such as Board Policy Review Committees, Strategic Planning Meetings, and Facility and Bond Oversight Committees.
21. Coordinate postings of all proposed and adopted board policies and administrative regulations on the school district's website.
22. Assist the Superintendent with completing and submitting legal responses, state compliance reports and surveys on behalf of the District as needed .

23. Assist the Superintendent with maintaining the Superintendent's evaluation calendar, dashboard, and appraisal instrument.
24. Assist the Superintendent and school board with organizing school board member orientation, annual training opportunities, and completing reporting requirements as required by law.
25. Maintain and update the School Board Handbook as needed.
26. Serve as the District's Title IX Coordinator.
27. Serve as the District's Election Coordinator.
28. Comply with policies established by federal and state laws, State Board of Education rule, and local board policy.

Supervisory Responsibilities

29. Oversee the management of the district's media communications and public relations, student transportation, technology, school health services, records retention and management, school counseling and library programs.
30. Recruit, train and supervise department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination. Ensure that department operations contribute to the attainment of district goals and objectives.
31. Supervise and evaluate the performance of the Communication & Public Relations Director, the Health Services Coordinator, Transportation Director, Technology Director and the Operations Coordinator.

Other

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

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:** _____