

**Job Title:** CHIEF ACADEMIC OFFICER  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** October 16, 2023

### **Primary Purpose**

The Chief Academic Officer (CAO) position is a cabinet level position responsible for leadership and supervision in developing, achieving, and enhancing educational programs and related services. This position supervises and manages all academic service areas, which include but is not limited to instructional improvement, curriculum and instruction, professional development, academically gifted services, and new teacher support services. The CAO supervises the instructional success at the district and campus level, working closely with Principals, Career and Technical Education, and Bilingual Education. The CAO position assists the Superintendent substantially and effectively in the task of providing leadership and maintaining the best possible educational programs and services. The CAO also provides oversight of the District's comprehensive guidance counseling services provided for students.

## **QUALIFICATIONS**

### **Education/Certification**

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

### **Special Knowledge/Skills**

Knowledge of curriculum and instruction  
Ability to evaluate instructional program and teacher effectiveness  
Ability to manage budget and personnel  
Ability to coordinate district functions  
Ability to interpret policy, procedures, and data  
Strong organizational, communication, public relations, and interpersonal skills

### **Experience**

Five years leadership experience in school administration  
Elementary and Secondary Principal experience, preferred  
Central Office experience, preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **School Climate**

1. Promote collegiality, teamwork, and participatory decision making among all district staff members.
2. Direct the planning, implementing, and evaluating the district instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
3. Direct and oversee the instructional and curriculum services to meet the students' needs.
4. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
5. Demonstrate skills in conflict resolution with administrators, parents, teachers, staff, and/or the community.
6. Cooperatively develop long and short range objectives and goals for all academic areas of the school district.
7. Demonstrate sensitivity in dealing with staff, students, and community members from diverse cultural backgrounds; communicates similar expectations of the staff throughout the district.

8. Provide oversight to the District's guidance and counseling counselors, coordination and collaboration with Education Region Serviced Center support specialists and community mental health service providers (e.g., TCHAT, BCFS, etc.); coordination of training of school counselors, and reporting to the Texas Education Agency.

### **School Improvement**

9. Assist the Superintendent in developing, implementing, and evaluative practices and procedures designed to improve the instructional effectiveness and productivity.
10. Provide for systematic evaluation of the effectiveness of the different departments and plans for improvement. Decisions will be data-based driven.
11. Coordinate long-range planning efforts for the Superintendent.
12. Coordinate and provide input in the development of the District Improvement Plan and Campus Improvement Plans, and ensure that district and campus staff understand and incorporate required components of the plans.
13. Assist with the coordination, monitoring, and the implementation of the District Improvement Plan, district-wide initiatives and Campus Improvement Plans.
14. Coordinate the development and implementation of instructional and business technology plan, program and services.
15. Supervise the administrative operations of the Technology Department by utilizing available data for effective decision-making towards accomplishing the district's mission and attainment of stated goals and objectives.

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

16. Is aware of the district's curricular and instructional implementation strategies and the specific ways in which the administration operates support instruction with an emphasis on the implementation of academic performance standards.
17. Conference regularly with supervised staff, jointly develops instructional plans and supports individual professional development activities (Technology, Bilingual/ESL; Instructional Support; Career Technology and Education; K-12 curriculum,-etc. as appropriate).
18. Provide student data and access student data for effective instructional program implementation and decision-making.
19. Ensure effective use of technology integration in the classroom as related to technology assessment and training; and evaluation of district-wide technology programs.
20. Assist with the coordination, development and implementation of the district improvement plan and campus improvement plans.
21. Ensure district-wide compliance with federal and state assessment requirements and oversee district-wide federal and state testing.
22. Inform superintendent of developments in state, federal, and local laws and changes in public policy affecting education.

### **Personnel Management**

23. Supervise the operation of the district's departments under his/her immediate supervision.
24. Evaluate personnel who directly report to him/her and ensures effective accountability.
25. Make provisions for effective staff development and training for designated staff under his/her supervision.

26. Promote a positive work environment that fosters high staff morale and excellence in the district.

#### **Administration and Fiscal/Facilities Management**

27. Take actions to ensure that district policies, procedures, and regulations are followed with regards to the district instructional programs.
28. Provide assistance to building level principals relating to the instructional programs of the campus and Technology.
29. Accept responsibility for disseminating and collecting information for various local, federal, and state reports.
30. Coordinate and evaluate the activities of the district's Instructional Services and the Technology Department.

#### **Budget**

31. Monitor the C&I, and Technology Departments and their expenditures to ensure compliance with regulations and guidelines.
32. Ensure that programs are cost effective and are managed wisely.
33. Compile budget and cost estimates based on documented program needs.

#### **Professional Growth and Development**

34. Take initiative to develop needed professional skills appropriate to job assignments.
35. Seek out and participates in professional development programs.
36. Conduct oneself in a professional and ethical manner.

#### **School/Community Relations**

37. Participate in community activities (to extent feasible and appropriate) that foster rapport and mutual response between the district and the larger community.
38. Serve as the administrative liaison between the district and the Texas Education Agency as it relates to his/her departments.
39. Understand the mission of the district and communicates that mission within the community.
40. Prepare and present data reports, instructional reports, usage reports, and/or any report requested to the school board during monthly school board meetings.

#### **Other**

41. Perform other duties assigned by Superintendent.
42. Maintain confidentiality of information.

#### **Supervisory Responsibilities**

43. Supervise all staff for the designated offices and departments as assigned.
44. Assist in the supervision of all campus principals as it pertains to the instruction and academics.
45. Monitor the Career, Technology, and Education Department instructional operations through the supervision of the CTE Director.

46. Monitor the Bilingual Department instructional operations through the supervision of the Bilingual/ESL Educational Programs Director.
47. Monitor the Technology Department operations through the supervision of the Technology Director.
48. Provide oversight to all school counselors.
49. Assist in supervision and evaluation performance of principals in Elementary STEM, Dual Language, New Tech Middle School, New Tech High School and PTECH.
50. Supervise staff of the District's Office of Innovation.
51. Support a growing Innovation Team of trained teachers and teacher leaders.

### **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:** \_\_\_\_\_