

Job Title: CHIEF ADMINISTRATIVE OFFICER
Reports to: Deputy Superintendent of Business Services
Dept./School: Executive Office
Wage/Hour Status: Exempt
Date Revised: April 20, 2026

Primary Purpose

The Chief Administrative Officer is a Cabinet-level position who serves under the general direction of the Deputy Superintendent of Business Services. As a key member of the district's leadership team, the Chief Administrative Officer provides strategic leadership and oversight of districtwide administrative operations to ensure efficient, effective, and legally compliant support systems that promote student achievement and accomplish district goals. This position is responsible for coordinating operational functions, implementing Board policy, ensuring compliance with Texas Education Agency (TEA) requirements, and fostering organizational excellence in service to students, staff, and the community.

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

Administrative Responsibilities

1. Assist the Deputy Superintendent of Business Services with preparing/contributing to reports, briefings, presentations and responses to the Board on specific goals and issues.
2. Serve as the liaison and contact between the Deputy Superintendent of Business Services 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.).
3. 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 Deputy Superintendent of Business Services

School and Community Relations

4. Assist the Deputy Superintendent of Business Services with developing and publicizing press releases, notices, reports, presentations and briefings related to the vision, mission, and goals of the district.
5. Assist in articulating the District's Vision and Goals to all stakeholders and leadership teams.

6. Assist in gathering-feedback for improving and supporting the District's special projects and key initiatives.
7. Work cooperatively with school administration to obtain and use evaluative findings to gauge program effectiveness for Pathways in Technology (P-TECH) and Career and Technical Education (CTE) programs.
8. Oversee the evaluation and improvement recommendations in the purpose, design, materials and implementation of Pathways in Technology (P-TECH) and Career and Technical Education (CTE) programs.
9. Oversee the implementation of policies established by federal and state law, State Board of Education rule, and local board policy for Pathways in Technology (P-TECH) and Career and Technical Education (CTE) programs.
10. Represent the District and Deputy Superintendent of Business Services at public events and in various capacities with government and community organizations as assigned.
11. Respond to parent and community-level inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
12. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.

Student Services

13. 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.
14. Ensure annual review of the Student Code of Conduct and student handbook; and board adoption of the SCOC.
15. 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

16. 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.
17. Collaborate with district-level leadership for the purpose of preparing, reviewing, and submitting District-level grants.
18. Maintain master files on district level grants.

Policy, Compliance Reports, and Law

19. Serve as District Policy Contact and oversee the development, adoption, and maintenance of board policies.
20. Serve as a resource for questions regarding interpretation and/or implementation of board policy and administrative regulations.
21. Work with the Deputy Superintendent of Business Services 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.
22. Coordinate postings of all proposed and adopted board policies and administrative regulations on the school district's website.

- 23. Assist the Deputy Superintendent of Business Services with completing and submitting legal responses, state compliance reports and surveys on behalf of the District as needed .
- 24. Assist the Deputy Superintendent of Business Services with maintaining the Superintendent’s evaluation calendar, dashboard, and appraisal instrument.
- 25. Assist the Deputy Superintendent of Business Services and school board with organizing school board member orientation, annual training opportunities, and completing reporting requirements as required by law.
- 26. Maintain and update the School Board Handbook as needed.
- 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 records retention and management, UT Austin Gear Up, Pathways in Technology (P-TECH), and Career and Technology Education (CTE 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 Operations Director and the Operations Coordinator.

Other

- 32. Maintain confidentiality and discretion with sensitive issues and information.
- 33. Perform other duties as assigned by the Deputy Superintendent of Business Services.

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:** _____